

The Rules of Work by Richard Templar

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If you've heard of 'The Rules of Life' and 'The Rules of Management', you'll definitely want to read 'The Rules of Work'. One hundred tips separated into ten sections lets you dip into relevant pages as and when you need them or simply read from start to finish to find solutions to problems that you never knew you had! From gems such as "compliment people sincerely" to the simple "dress one step ahead" this book gives some practical advice on how to make your working day go much more smoothly. Once you become a 'Rules' reader, you'll never go back!