

# How To Exceed Expectations

*Alexandra Curtis - Executive Assistant*



**Bravo**



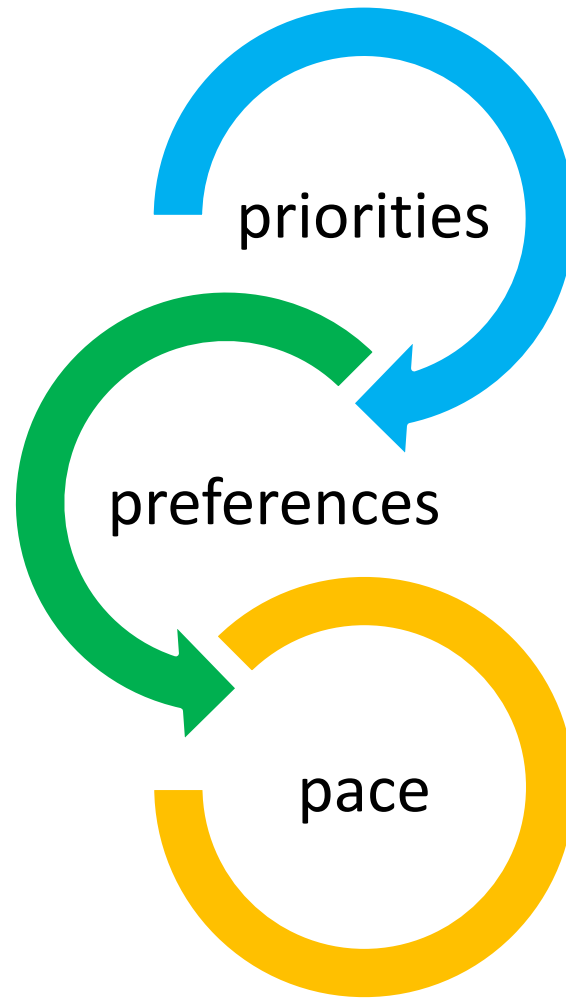
why?

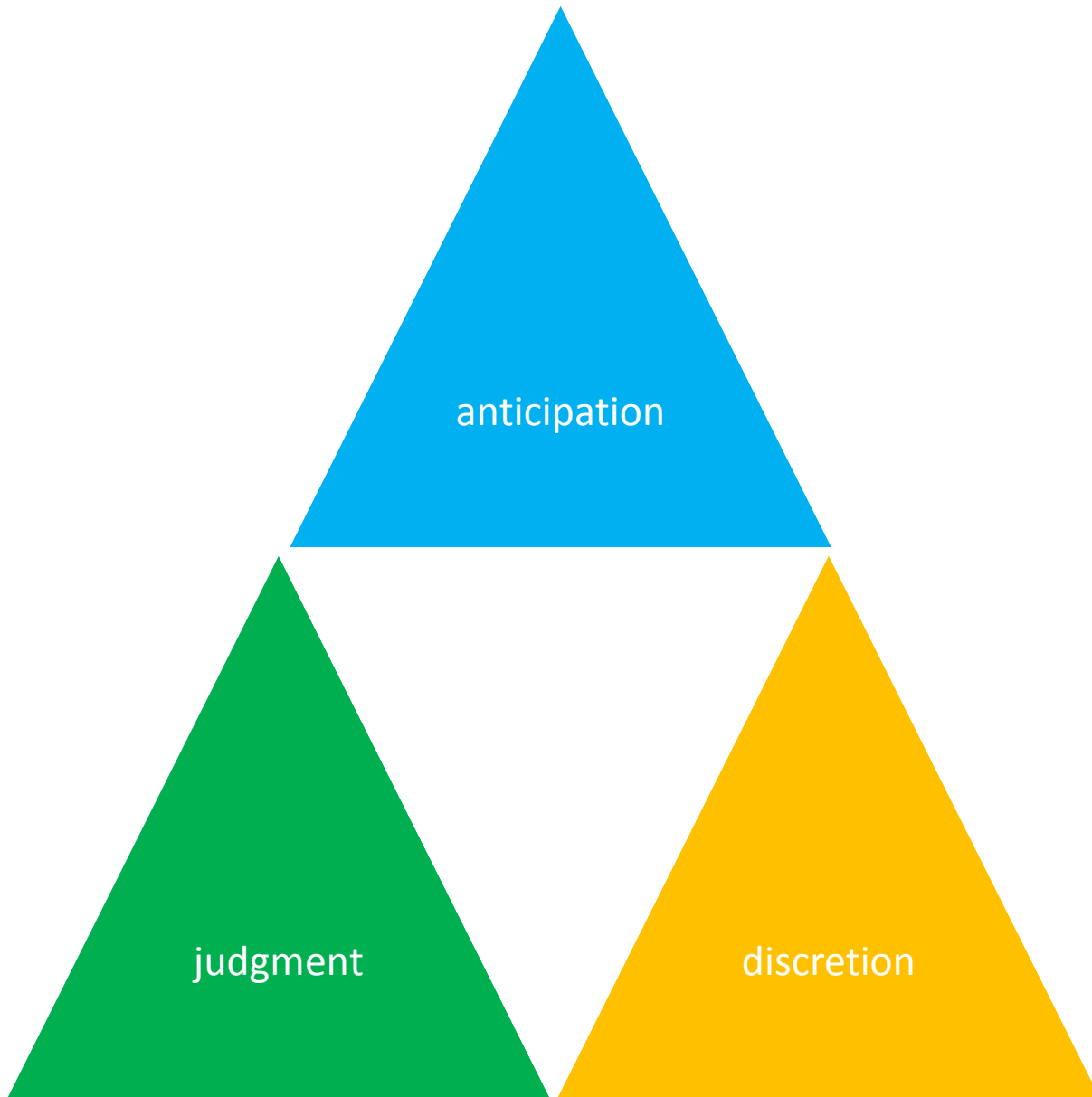
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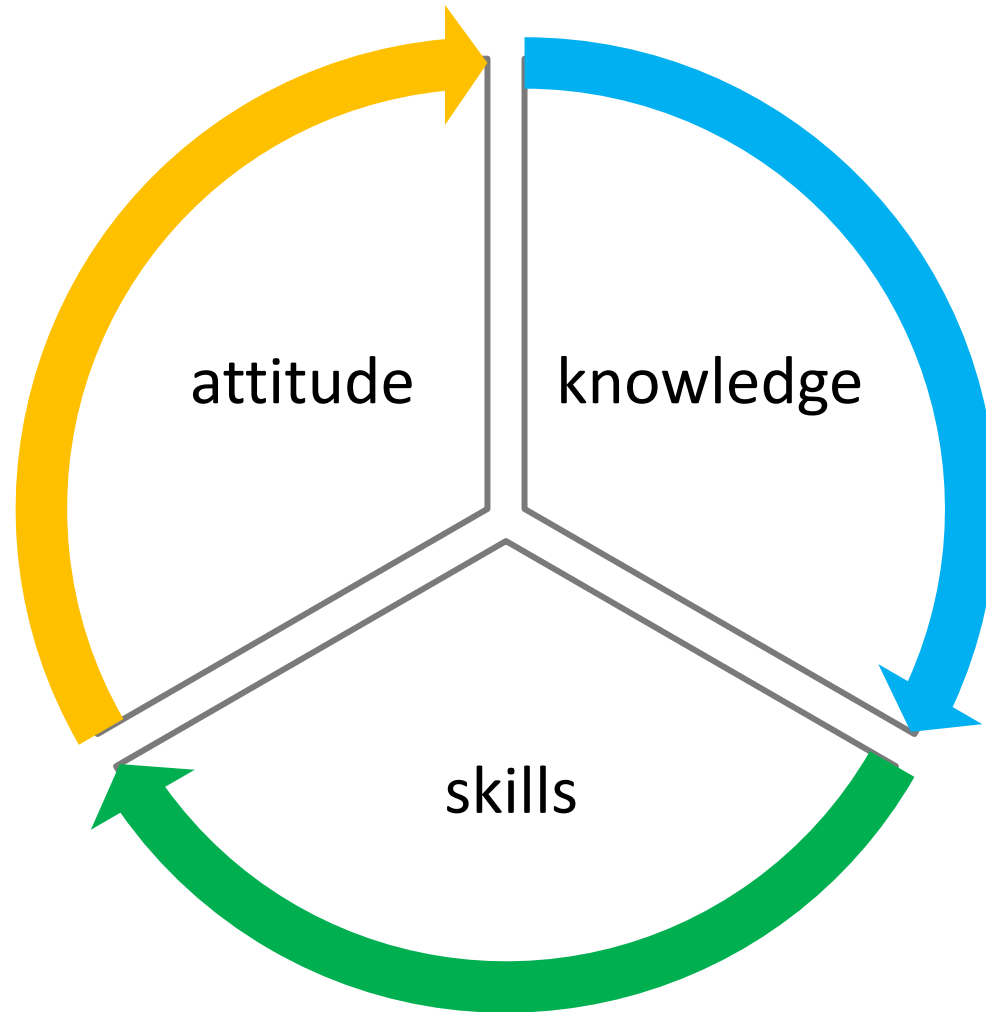
The feeling or belief that something will or should happen in the future

\* Cambridge English Dictionary

understanding your manager









A visual math problem presented as a sequence of elements from left to right: a green circle containing the white number '2', a gray plus sign, a blue circle containing the white number '2', a gray equals sign, and a yellow circle containing the white question mark '?'.

$$2 + 2 = ?$$

looking inward



Can you do



Do you do

tips and tricks

Calendar management

Email

Do it, Delete it, Delegate it

Projects

Organize, deputize, supervise

Consistency

Salt the hay

Preferential word order

Be a kindergarten teacher



Keep swimming in your own lane

Keep your eye on the prize NOT the obstacles

inspiring reads




THE NEW YORK TIMES, WALL STREET JOURNAL,  
AND BUSINESSWEEK BESTSELLER

# NICE GIRLS DON'T GET THE CORNER OFFICE 101

Unconscious Mistakes  
Women Make That  
Sabotage Their Careers

Lois P. Frankel, PhD



# MANAGING UP

HOW TO MOVE UP, WIN AT WORK, AND  
SUCCEED WITH ANY TYPE OF BOSS

MARY ABBAJAY

WILEY

SPECIAL ANNIVERSARY EDITION

# HOW TO WIN FRIENDS & INFLUENCE PEOPLE

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Dale Carnegie

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YEARS IN  
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FOR TALKING ANYONE INTO (OR OUT OF) JUST ABOUT ANYTHING

# NEVER SPLIT THE DIFFERENCE

NEGOTIATING AS  
IF YOUR LIFE  
DEPENDS ON IT

CHRIS VOSS  
WITH TAHL RAZ