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Books Authored  
by Joel Garfinkle



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## GETTING AHEAD - *Apply PVI Model for Career Advancement*

### 100 Email Tricks to Make You An Inbox Zero Superhero

It's hard to believe that in 1998 when the movie "You've Got Mail" came out, people actually looked forward to opening their inbox. Back then "Inbox Zero" was an insult. Now it's considered a mythical utopia.

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## LESSONS FROM LEADERS - *In-depth Profiles*

### Brian Smith: How He Turned UGG Into a Successful Company

A passionate innovator and entrepreneur, Brian is one of the most sought after business leaders in the country today. As a media guest and inspiring speaker, he is committed to teaching his breakthrough business strategies.

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### 11 Essential Employee Questions that Every Manager Should Know How to Answer

There are basic, fundamental, essential employee questions that every manager should be able to instantly answer. And when I say "answer", there are quite a few that do not count as real answers.

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### Motivated Minute Quotes to Inspire

"Prospering just doesn't have to do with money."  
~ Joel Osteen

### Coaching Corner Joel's Words of Wisdom



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"Time is neutral and does not change things. With courage and initiative, leaders change things."

~ Jesse James

"All things are difficult before they are easy."

~ Thomas Fuller

### 5 Keys to Advancing Your Career During Difficult Economic Times



A recent survey by the American Psychological Association reported that there is a significant degree of worker discontent in organizations of all sizes. Forty-three percent reported being particularly dissatisfied with the limited opportunities for professional development and career advancement within their current firm.

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Garfinkle Executive Coaching provides individualized, customized coaching to help you move to higher levels of leadership by creating impact, exercising influence, boosting visibility and achieving significant victories on key projects.

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### Career Coaching

You spend one-third of your life at work, so you deserve to feel fulfilled by it. Joel's unique 7-Step Dream Job Process focuses first and foremost on helping you find the perfect job that aligns with your passions and natural talents.

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