

To Order this book, email info@hawthorneit.com

Book I: While Still Employed

Take Advantage Of Your Position

Opportunities At The Job

How Valuable Are You?

Take Stock Of Your Potential

Increasing Your Potential

Have More Potential Than Your Position

Sowing Seeds

Cultivate Your Network

Get In With The Boss

Sharpen Your Tools

Research Openings, Skills and Salaries

Run A Health Check On Your Resume

Apply And Interview

Your Address Book

Training and Certification

Establish A Goal

Warning Signs

Mergers

Resignations

Stock Price

Cutbacks

News

Gather Paperwork

Saving For A Rainy Day

Cookbooks For The Employed

Create Target Market List

Calculating Net Worth

Income and Expense Statement

Track Accomplishments, Awards, Kudos

Manage Contact List

Resources

To Order this book, email info@hawthorneit.com