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Let these career books
give you a leg up in '10BY COURTNEY CROWDER
Special to amNewYork

Hoping to find a new job in the new year? Looking for a Christmas gift that could really pay off?

Don't fret. There's a whole new crop of job books out there that will offer you advice on the best ways to impress both current and potential employers.

Some are newly updated versions of classic books, and some are brand new for the new year.

Either way, they can't hurt, in this most difficult of job markets.

Warren Buffett
on BusinessPrinciples from the
Sage of OmahaRichard J. Connors, \$24.95
This is not a book about how Warren Buffett invests but

instead is a handbook filled with his personal strategies on business management and principles. The book is comprised of Berkshire Hathaway letters compiled and narrated by one of the foremost experts on the "Sage of Omaha," who teaches courses on Buffett at Washington University in St. Louis.

Winning Job
Interviews

Dr. Paul Powers, \$12.99

This recently revised book shows career searchers how to have fall-safe answers to the most difficult interview questions.

With more than 30 years of experience, Dr. Paul Powers provides techniques on how to overcome the "deadly dozen" problems that can trip up even the most seasoned interviewee. The revised edition includes a section on how to use new technologies in your search.

Surviving
Dreaded
Conversations

Donna Flagg, \$16.95

Oftentimes, in order for organizations and individuals to move forward, difficult conversations need to take place at work. With

strategies and easy-to-remember scripts, Donna Flagg shows professionals how to get through the conversations that they most dread, including asking for a raise, dealing with a difficult co-worker or delivering bad news to a client.

The End of Work
as You Know It8 Strategies to Redefine
Work on Your Own Terms

Milo Sindell and Thuy Sindell, \$14.99

Work should provide you with the opportunities you need to achieve both personal and professional goals. At least that's the thinking of authors Milo and Thuy Sindell. The two present readers with an approach to redefining careers that includes suggestions for sharing expertise, initiating change, demanding autonomy and building a legacy.

The 4-Hour
WorkweekEscape 9-5, Live
Anywhere, and Join the
New Rich

Timothy Ferriss, \$22

Forget the old concept of "slave, save, retire." In this expanded and updated version of the original best-seller, Timothy Ferriss offers more than 50 practical tips and case studies from actual readers who have doubled their income and reinvented themselves using his book as a guide. There are more than 100 pages of brand-new content.



Don't doze off when you're bored; research and network instead.

Making the
most out of
downtime

I was recently lucky enough to find a new job at an increase in pay. The only problem is, I have been here for several weeks, and I have grown tired of asking my supervisor for assignments. What should I do?

You have the luxury of thoroughly exploring your workplace and capitalizing upon its network of relationships and benefits.

Read your employee manual cover to cover. Schedule a meeting with a member of your HR department to explore the nuances of your organization's benefits — the stuff that employees seldom take advantage of.

Concentrate as well on establishing early relationships with potential mentors and allies. Get to know the organizational chart and decide who you would like to meet.

Beyond your organization, focus on developing your external professional network. Identify the leading membership organization for your industry or profession. If it seems like a worthwhile investment, join the group.

While you have the time, you should also think about what training might complement your existing skills.

Seize this rare opportunity to get to know your employer and industry and calmly think about the direction of your career.

(JULY GARCIA/THE WASHINGTON POST)

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