

**SMARTSTART Virtual Mentoring Program – Career Success Edition  
Program Coverage from June 2007 to December 2008**

**SUCCESS SECRETS – The Unspoken Truth About Getting Ahead in Business (weekly audio postcard + transcript)**

<b>Date Published</b>	<b>Reference</b>	<b>Topic</b>
2007-06-08	Sample	How to Protect Yourself When Working in the Age of Job Insecurity – Part 1
2007-06-15	Preview	How to Protect Yourself When Working in the Age of Job Insecurity – Part 2
2007-06-22	001	How to Advance Your Career Success through Responsibility, Accountability, and Engagement
2007-06-29	002	How to Manage Team Dynamics
2007-07-06	003	How to Use 10 Secrets for Navigating and Managing Change
2007-07-13	004	How to Avoid the 5 Myths about Change
2007-07-20	005	How to Know What Your Job Really Is
2007-07-27	006	How to Network Safely at Company Events
2007-08-03	007	How to Spot the Best and Worst Company Functions to Volunteer for
2007-08-10	008	How to Avoid Being Targeted for Removal
2007-08-17	009	How to Handle Yourself With the HR Department
2007-08-24	010	How HR Builds a Case for Termination
2007-08-31	011	How to Handle Mistakes So You Aren't Penalized by Them
2007-09-07	012	How to Spot Your Employer's Hidden Agenda
2007-09-14	013	How to Deal Effectively with Techno-stress
2007-09-21	014	How to Get the Answers You Need without Asking at Work
2007-09-28	015	How to Raise Your Value Knowing Talent is NOT Enough
2007-10-05	016	How to Avoid Career-Killing Conversations
2007-10-12	017	How to Manage the Difficult Boss
2007-10-19	018	How to Personalize Your Workspace Safely
2007-10-26	019	How to Avoid the Dark Side of the BlackBerry
2007-11-02	020	How to Get the Best Seat on the Plane and Other Business Travel Tips
2007-11-09	021	How to Get Paid More by Building a Personal Success Brand
2007-11-16	022	How to Safely Increase Your Visibility
2007-11-23	023	How to Enhance Your Professional Credibility
2007-11-30	024	How to Boost Self-Esteem at Work
2007-12-07	025	How to Avoid Holiday Party Career Killers – Part 1
2007-12-14	026	How to Avoid Holiday Party Career Killers – Part 2
2007-12-21	027	How to Avoid Blowing Your Chances for Raises and Promotions
2007-12-28	028	How to Avoid Being Misled by An Open Door Policy

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2008-01-04	029	How to Experience Better Results by Changing Perspective
2008-01-11	030	How to Give Yourself the Best Chance at Career Success
2008-01-18	031	How to Avoid Common Goal-Setting Traps
2008-01-25	032	How to Use Free Tools to Better Manage Your Day – Part 1
2008-02-01	033	How to Use Free Tools to Better Manage Your Day – Part 2
2008-02-08	034	How to Evaluate Whether You are Spending Your Time Effectively
2008-02-15	035	How to Tell When It’s Time to Leave a Job
2008-02-22	036	How to Set Goal Priorities Quickly and Effectively
2008-02-29	037	How to Use Free Tools to Gain a Competitive Advantage
2008-03-07	038	How to Break the Bad Habit of Procrastination
2008-03-14	039	How to Advance Your Career with Rainy Day Fun
2008-03-21	040	How to Increase Your Popularity at Work
2008-03-28	041	How to Develop A Productive Relationship with Your Boss
2008-04-04	042	How to Distinguish Yourself from the Crowd – Part 1
2008-04-11	043	How to Find Out Where You Stand after a Job Interview
2008-04-18	044	How to Distinguish Yourself from the Crowd – Part 2
2008-04-25	045	How to Get More Comfortable with Self-Marketing
2008-05-02	046	How to Use Your Vacation Trips to Advance Your Career
2008-05-09	047	How to Impress Your Boss in Meetings
2008-05-16	048	How to Keep Your Brain Sharp While Having Fun
2008-05-23	049	How to Advance Your Success by Productively Directing Your Daily Thoughts
2008-05-30	050	How to Pitch Yourself on the Open Market
2008-06-06	051	How to Create Your Plan B
2008-06-13	052	How to Protect Your Reputation When Working Under Contract
2008-06-20	053	How to Raise Your Charisma Quotient
2008-06-27	054	How to Let Go of Your Communication Crutches
2008-07-04	055	How to Find Out What It’s Really Like to Work for Company “x”
2008-07-11	056	How to Avoid Losing the Support of Your “Crisis” Team Members
2008-07-18	057	How to Max Vacation Downtime Using Only Your Paid Vacation Entitlement
2008-07-25	058	How to Fit Professional Development into Your Busy Life
2008-08-01	059	How to Create Your Plan C
2008-08-08	060	How to Harness the Magic in the Number 8
2008-08-15	061	How to Travel with Technology Safely
2008-08-22	062	How to Use Simple Conversations to Make Yourself Smarter
2008-08-29	063	How to Present Yourself in Social Media
2008-09-04	064	How to Put Your Thoughts to Work for You
2008-09-11	065	How to Exercise Your Brain
2008-09-19	066	How to Protect Your Online Reputation

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<b>Date Published</b>	<b>Reference</b>	<b>Topic</b>
	067	How to Protect Your Career and Business Relationships
	068	How to Handle One of the Trickiest Communication Challenges
	069	How to Handle Yourself in Meetings to Leave the Best Impression
	070	How to Spare Yourself the Harsh Realities of Procrastination
	071	How to Rid Yourself of Worst Practices that are Counter-Productive
	072	How to Deal with a Bad News Atmosphere in the Workplace
	073	How to Deal with Stress on the Job
	074	How to Choose when to Ask for a Raise
	075	How to Prepare Your Case When Asking for a Raise
	076	How to Know When It's Time to Leave Your Job
	077	How to Acquire the Knowledge You Need to Succeed
	078	How to Use the 3Rs to Your Advantage
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<b>SUCCESS NOW NEWSLETTER – Success Strategies for Working in the Real World (Volume 1)</b>					
<b>Date Published</b>	<b>Reference</b>	<b>Note from the Prof</b>	<b>Feature Article</b>	<b>Ask the Prof</b>	<b>The Prof Recommends</b>
2007-05-15	Issue 01	Commitment to Program Members	The BEST Success Model	Exposed in Cubicle Nation	<b>Talent is Never Enough:</b> Discover the Choices That Will Take You Beyond Your Talent
2007-06-15	Issue 02	My Teaching Mission	Get Wired to Win	Mirror Mirror on the Wall	<b>The Wisdom of Crowds</b>
2007-06-30	Issue 03	The Truth About Your Competition	Practicing the Art of Possibility	Meet the Frenemy	<b>Brazen Careerist:</b> The New Rules for Success
2007-07-15	Issue 04	Imagination Trumps Will	The Goal Getters	Snap Out of It	<b>Your Own Worst Enemy:</b> Breaking the Habit of Adult Underachievement
2007-07-30	Issue 05	Party Politics	Go with Your Gut	How Bright Are You?	<b>The No Asshole Rule:</b> Building a Civilized Workplace and Surviving One That Isn't
2007-08-15	Issue 06	The Secret to Success	Monitoring Your Promote-ability Index	Thanks but No Thanks	<b>45 Things You Do That Drive Your Boss Crazy</b> (and How to Avoid Them)
2007-08-30	Issue 07	Your Word is Your Bond	Building Your Trust Account	The Lowdown on Layoffs	<b>Happy Hour is 9 to 5:</b> How to Love Your Job, Love Your Life, and Kick Butt at Work
2007-09-15	Issue 08	A Simple Truth	Recovering from Broken Trust	A Heads Up on Headshots	<b>I'm on LinkedIn – Now What?</b>
2007-09-30	Issue 09	The 10-Year Rule	The New Route to the Top	How to Earn the Boss's Respect	<b>Why Epiphanies Never Occur to Couch Potatoes</b>
2007-10-15	Issue 10	Your Goal-Free Zone	10 Energy Enhancing Habits	Don't Live Someone Else's Dream	<b>Get Paid What You're Worth:</b> The Expert Negotiator's Guide to Salary and Compensation
2007-10-30	Issue 11	Your Clean Sweep Challenge	The Tao of Teams	20 Tips and an Expectation Hangover	<b>The Anti 9-to-5 Guide:</b> Practical Career Advice for Women Who Think Outside the Cube
2007-11-15	Issue 12	The Clinton Connection	Creating an Attention Bubble	New Productivity Tools & The Multi-Tasking Myth	<b>Basic Black:</b> The Essential Guide for Getting Ahead at Work (and in Life)
2007-11-30	Issue 13	The Clinton Connection - Outcome	The Secret to Driving Engagement	It's OK to Say "I Don't Know" & The Rule of Next	<b>Getting from College to Career:</b> 90 Things to Do Before You Join the Real World
2007-12-15	Issue 14	Ready for Anything	10 Critical Topics to Cover in a Job Interview	The Rule of Two	<b>Human Sigma:</b> Managing the Employee-Customer Encounter

**SMARTSTART Virtual Mentoring Program – Career Success Edition  
Program Coverage from June 2007 to December 2008**

<b>SUCCESS NOW NEWSLETTER – Success Strategies for Working in the Real World (Volume 2)</b>					
<b>Date Published</b>	<b>Reference</b>	<b>Note from the Prof</b>	<b>Feature Article</b>	<b>Ask the Prof</b>	<b>The Prof Recommends</b>
2008-01-15	Issue 01	Upgrade Your Life	The Road to Hell is Paved with Good Intentions	Surviving in the Land of the “Primitivos”	<b>The Thinkers 50 Book</b>
2008-01-30	Issue 02	The Power of Pursuing Your Dreams	Attitude Determines Altitude	Jumpstarting Self-Confidence	<b>The Thinker’s Toolkit:</b> 14 Powerful Techniques for Problem Solving
2008-02-15	Issue 03	Follow Your Bliss	You, The Science Experiment	The Right Way to Resign	<b>The Speed of Trust:</b> The One Thing That Changes Everything
2008-02-30	Issue 04	Engineering Your Future	Persuading Others to See It Your Way	Putting Your Workspace to Work for You	<b>Designed for Success:</b> The 10 Commandments for Women in the Workplace
2008-03-15	Issue 05	Working Your Master Plan	15 Things To Do Right Now to Help Your Career	The Credibility Factor	<b>I’m on Facebook – Now What?</b>
2008-03-30	Issue 06	The Coach Gives Birth Again	Another 15 Things To Do Right Now to Help Your Career	Keeping Up with the Latest and Greatest	<b>Career Warfare:</b> 10 Rules for Building a Successful Personal Brand and Fighting to Keep It
2008-04-15	Issue 07	Assessing Your Workplace Worth	What it Takes to be Great	How to Work Less and Get More Accomplished	<b>Fortune - Secrets of Greatness:</b> Advice from the World’s Top CEOs and Entrepreneurs
2008-04-30	Issue 08	Catching Up with the Backlog	Building Your Power Base at Work	How to Fail at Practically Anything	<b>The Right Job Right Now</b>
2008-05-15	Issue 09	Say What You Mean, Do What You Say	Twenty Ways to Use the 80/20 Rule Today	How to Answer the “What do you do?” Question	<b>Understanding Train of Thought</b>
2008-05-30	Issue 10	Keep Time on Your Side	The 4+2 Formula for Superior Self-Management	How to Shine in the Boss’s Light	<b>The No Complaining Rule:</b> Positive Ways to Deal with Negativity at Work
2008-06-15	Issue 11	The Winds of Change	Six Myths About the Brain	What You Need to Know About References & Background Checks	<b>Welcome to Your Brain:</b> Why You Lose Your Car Keys But Never Forget How to Drive and Other Puzzles of Everyday Life
2008-06-30	Issue 12	Withdrawal Pains	Fear and Opportunity	About Self-Marketing	<b>A Whole New Mind:</b> Why Right-Brainers Will Rule the Future

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<b>SUCCESS NOW NEWSLETTER – Success Strategies for Working in the Real World (Volume 2)</b>					
<b>Date Published</b>	<b>Reference</b>	<b>Note from the Prof</b>	<b>Feature Article</b>	<b>Ask the Prof</b>	<b>The Prof Recommends</b>
2008-07-15	Issue 13	Influence at Work	Building Your Power from the Inside Out	The Desk Set	<b>Free Agent Nation:</b> The Future of Working for Yourself
2008-07-30	Issue 14	Share the Love	Best Career Advice Ever	Job Interview Essentials	<b>The Secret Language of Business:</b> How to Read Anyone in 3 Seconds or Less
2008-08-15	Issue 15	Raise the Level of Prosperity Consciousness	When Play Becomes Work	Who’s Vouching For You	<b>The Intention Experiment:</b> Using Your Thoughts to Change Your Life and the World
2008-08-30	Issue 16	Vrooom to the Top	33 Rules to Boost Your Productivity	Brainstorming Basics	<b>The Dip:</b> A Little Book that Teaches You When to Quit (and When to Stick)
2008-09-15	Issue 17	Goodbye Dr. Hammer	Michael Jordan’s 10 Success Secrets	Measuring Productivity	<b>High Visibility:</b> The Making and Marketing of Professionals into Celebrities
2008-09-30	Issue 18	Do One Thing for Your Career	The 7 Essential Behaviours of Leaders	The World’s Best Career Management Tool	<b>Execution:</b> The Discipline of Getting Things Done
2008-10-15	Issue 19	The 3Cs of Credibility	Geometric Psychology: Which Shape are You?	Tried and True Ice Breakers	<b>Now What:</b> 90 Days to a New Life Direction
2008-10-30	Issue 20	Your Social Media Persona	How Rewarding are You?	Handling Email Overload	<b>Brain Rules:</b> 12 Principles for Surviving and Thriving at Home, Work and School
2008-11-15	Issue 21	Enthusiastic Delivery Sends the Message	12 Ways to Beat Procrastination	Handling an Exit Interview	<b>Throwing the Elephant:</b> Zen and the Art of Managing Up
2008-11-30	Issue 22	The Firefly Manifesto	Essential Qualities for Thinking Outside the Box	Getting More from Your Meetings	<b>Career Renegade:</b> How to Make a Great Living Doing What You Love
2008-12-15	Issue 23	The Sabbatical Solution	10 Ways to Find a Contact Name Inside a Target Company	Preparing for Opportunities in Uncertain Times	<b>How’d You Get That Gig?:</b> A Guide to the Coolest Jobs and How to Get Them

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**INSTANT ACTION – Success Tools and Techniques for Superior Self-Motivation**

<b>Date Published</b>	<b>Reference</b>	<b>Assignment</b>
2007 05	001	Your Life Matrix
2007 06	002	Why You Deserve an "A" in the Program
2007 07	003	Why You Are Where You Are Now
2007 08	004	Identifying and Evaluating Your Strengths
2007 09	005	How to Start Down a Self-Directed Path
2007 10	006	How to Determine What's Unique About You
2007 11	007	How to Set the Stage for Setting Your Goals
2007 12	008	How to Set Your Goals More Effectively
2008 01	009	How to Approach Setting Goals – Part 1
2008 02	010	How to Define Your Short-Term Goals – Part 2
2008 03	011	How to Define Your Medium-Term Goals – Part 3
2008 04	012	How to Define Your Long-Term Goals – Part 4
2008 05	013	How to Create Your Most Important To Do List
2008 06	014	How to Work More Productively Toward Achieving Your Goals
2008 07	015	How to Manage Your Day More Effectively
2008 08	016	How to Manage Headspace More Effectively
2008 09	017	How to Manage Desktopspace More Effectively
2008 10	018	How to Manage Workspace More Effectively
2008 11	019	How to Manage Dayspace More Effectively
2008 12	020	How to Manage Heartspace More Effectively

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**INSTANT IMPACT – Success Tips and Tactics for Powerful Personal Marketing**

<b>Date Published</b>	<b>Reference</b>	<b>Topic</b>
2007 05	001	5 Ways to Make Sure You Always Look the Part
2007 06	002	5 Things to Always Have in Your Networking Survival Kit
2007 07	003	5 Ways to Give Yourself the Best Chance of Succeeding at Change
2007 08	004	5 Ways to Stand Out from the Crowd
2007 09	005	5 Ways to Make Your Resume Rock
2007 10	006	5 Ways to Invest in Your Own Education
2007 11	007	5 Ways to Coach Your Team Members to Success
2007 12	008	5 Ways to Deal with Criticism
2008 01	009	5 Ways to Play Your Way to Higher Pay
2008 02	010	5 Ways to Resign from a Job with Class
2008 03	011	5 Ways to Connect with Confidence
2008 04	012	5 Rules for Meeting with a Mentor
2008 05	013	5 Ways to Keep Yourself on an Even Keel
2008 06	014	5 Ways to Sell Your Merits with a Good Story
2008 07	015	5 Ways to Demonstrate You're on Top of Your Job
2008 08	016	5 Ways to Improve Your Resume Immediately
2008 09	017	5 Ways to Get Out of a Rut and Take Back Your Life
2008 10	018	5 Ways to Model the Presidential Candidates and Win at Work
2008 11	019	5 Ways to Keep Your Personal Life from Impacting Your Professional One
2008 12	020	5 Things You Must Remember To Do If Laid Off

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**CAREER SUCCESS ARTICLES**

The Top 10 Mistakes People Still Make at Work

The Top 10 Tools for 21<sup>st</sup> Century Success

Why They're Just Not That LinkedIn to You and What to Do About It

5 Really Good Reasons to Train Co-Workers When Training is Not Part of Your Job