

## The portable mentor: your anywhere, anytime career coach and problem solver

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### Abstrak

"Up-and-coming professionals may have smarts, but they don't have all the answers. Every day presents issues they've never had to consider before. They'll be thankful for The Portable Mentor. This one-stop resource is jam-packed with hundreds of bite-sized tips and strategies for dealing with common yet critical concerns, from goal-setting, decision-making, and project management to self-development and career planning. A "24-7" coach, adviser, and problem solver, The Portable Mentor will help readers: \* Be more productive and make better decisions \* Build better relationships with peers and supervisors \* Enhance skills like writing, speaking, listening, time management, and negotiation \* Take better care of their physical and mental well-being \* Get ahead and lay the groundwork for further advancement Read start-to-finish or consulted as needed, this A-Z companion gives rising professionals practical guidance when they need it: every day."