

60 CAREER TRICKS YOU ALWAYS WANTED TO KNOW

...but “experts” were too tight-lipped and politically correct to offer up. Lucky for you, we’re nosy and we got ‘em to dish. All the insider info you need to handle the hustle Olivia Pope-style—even if the only office you have is a coffee shop.

By Kate Sullivan

THE OFFICE



YOU'RE HIRED! YOU'RE FIRED!

Nothing is certain but death and taxes, said Benjamin Franklin. But in 2016, with the average person changing jobs four times before they're even 32, we're adding these scenarios to that list.

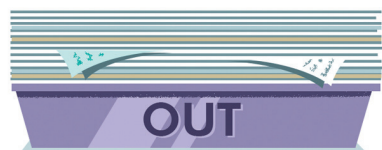
GETTING THE JOB

Prepping for an interview is crucial, but kind of duh (research the company, know who you'll be meeting with, drum up smart Qs, yada yada). What's trickier is getting into a positive headspace. "On your way there, call a funny buddy, look at vacation photos, or watch a goofy video online," says Jessica Glazer, a psychology expert with the Center for Creative Leadership. The idea: You want to walk into that building feeling relaxed. Erase any self-doubt by channeling a situation where you were in charge—be it social (turning a guy down) or professional (calling a meeting to order). Researchers have found that this "power priming" spikes confidence and persuasiveness.



QUITTING THE JOB

People overcomplicate giving their notice. They make it emotional, they lie to make their boss feel better, they prattle on and on and on. Stop. It. Simply say you have a great opportunity at another company and after much thought, you've decided to take it, says Louise Kursmark, a job coach and coauthor of *Modernize Your Resume: Get Noticed...Get Hired*. If your boss counteroffers with a higher salary and you're still not interested in staying, say you've already signed a contract with your new employer. Give a firm end date with at least two weeks' notice; if she gets pissed and shouty, remain even-keeled and protect your hard-earned rep by telling her you'll do everything you can to make the transition seamless.



LOSING THE JOB

Being told to get the f-ck out sucks with a capital S—and in a volatile job market, it's more common than ever. Give yourself 48 hours to stream the new season of *Kimmy Schmidt* and vent to friends. (Talking about the job loss is cathartic and helps put it in perspective.) The next morning, wake up at your usual time, shower, then make a list of every contact in your network who's in a position to hire you or give you temp work. E-mail each one separately, explain that you just separated from your old company, and ask if they can keep you in mind for opportunities they hear about. Also, no better time for a little TLC: Choose a positive habit—exercising, dusting off your Spanish skills—to add structure and help ward off depression.



THE ART OF E-INTRODUCTION

Good on you for trying to hook two people up professionally—and hey, beaucoup karma. But bad on you for making these rookie mistakes. Career coach Louise Kursmark helps polish a rough draft.

Subject: Hi!

Hey Chrissy!

You *must* meet my old intern, Jenna—she will change your life. I've copied her here...

Keep me posted!

Send **Save Now** **Discard**

NO: To avoid exposing a friend or peer to a too-casual dynamic (awkward!), shoot that person a pre-e-mail to make sure she's up for being introduced, then keep the official intro a bit more buttoned-up.

YES: Hi Christine,

NO: This subject line will get lost in an inbox. Make it detailed: Say something about who you're introducing, their expertise or job title, or what project this relates to.

YES: An introduction—photo assistant Jenna Pierson

NO: Uh, Christine doesn't have to do squat. In fact, she's doing Jenna a solid by even reading your e-mail, so your first sentence should briefly give some context for how you know each person and why connecting would be beneficial for them both.

BETTER: I wanted to connect you with Jenna (CC'd here), my intern from two summers ago. She's hilarious and hardworking, a whiz with Photoshop. She's a photo assistant at Ames Ad Agency, but she's looking for new opportunities. I told her you were the most creative photo director I've ever worked with—she could learn so much from you!

LET THE BOSS KNOW YOU'RE ALIVE

Two proven strategies that don't involve buying all of her niece's Girl Scout cookies

THE DIRECT WAY

Suggest a standing meeting. Want your boss to go all heart-eyed emoji on your pitch? Getting vertical and discussing an idea has been found to make people more excited about said idea, according to research from Washington University in St. Louis.

THE INDIRECT WAY

Get a hobby. Psychologists at San Francisco State University found that people who nurtured creative passions in their free time ranked higher on performance evals than those who didn't. The theory: These employees had more positive energy to bring to their work.

HOW TO SURVIVE AN OPEN OFFICE

Screw Silicon Valley (the actual place, not the show—we could never stay mad at T.J. Miller). Thanks in part to tech companies popularizing open layouts to "increase creativity," about 70 percent of U.S. offices now have low (or zero) partitions. But data suggests the setup kinda blows. In Denmark, open-officers

took 62 percent more sick days than folks who had their own space, and a Cornell study showed that the noise in these joints elevated employees' fight-or-flight hormones. Etiquette pro Jacqueline Whitmore, author of *Poised for Success*, shows you how to achieve sanity amid the chaos.



YOU SCHMOOZING THESE PEEPS?

You should be. Reciprocity with your workmates—even those you might not think to butter up—always trumps rivalry because it's constructive ::cough:: common sense ::cough:: Plus, it was totally part of a study published in the *Harvard Business Review*.



THE RECEPTIONIST

Special Skills: Knows everyone's comings and goings; can cover your ass when you're running late
Your Best Move: Offer to grab her a coffee if you're going out for one. Learn about her family because she probably knows about yours (and if your dog is sick, she might tell the boss you took an outside meeting when you're really taking him to the vet). And gossip wisely. Don't be a tattletale, but do talk yourself up from time to time—maybe she'll let someone else know about your success when they stop by her desk for a gab.



THE BOSS'S ASSISTANT

Special Skills: The keeper of the schedule, the knower of the mood
Your Best Move: Got a call or request that's urgent? Tell her what it's about instead of acting like she's a clueless plebe and you're the damn CIA. Don't overreact if she blocks your access—she might be doing you a favor, like when your boss hasn't had lunch yet. Praise her to the Big High Mucky Muck—if she's really organized or friendly, say so, because it'll get back to her (everything does). And if she's having a hectic day, a smile and a wave can mean a lot.



THE I.T. CROWD

Special Skills: Ensuring your devices run smoothly; working miracles when files go AWOL
Your Best Move: Be nice, even when you're panicking. "If my phone rings and it's someone I'm friendly with, I'm more likely to stop what I'm doing and help them," says Dan Taplitz, owner of I.T. firm Right Click Solutions. Chat a bit when you have a low-key question—even a quick "How's your day going?" matters. If you've accidentally flipped out, give them a call to apologize and thank them for all of their help.



THE INTERN

Special Skills: Moving around unseen; can hear insider info and unknowingly leak it to you (they're not as guarded as your peers)
Your Best Move: Throw a meet-and-greet so your coworkers and interns can connect, and give the young'uns real work, not just BS—even if it means more effort for you. Emily Laurence, deputy features editor at daily newspaper *Metro*, mentored her interns, and one returned the favor by helping her develop her personal brand on social media. "That wasn't taught when I was in school," she says.

BODY POLITICS

How *not* to make a scene when nature calls...or you got a boob job

FARTING: If you hear someone rip one in a meeting, don't pop your head up like a gopher. If you're the tooter, again, acknowledge nothing. Cracking a joke or apologizing is so much more awkward than simply ignoring the passed gas.

POOPING: You have two options: Courtesy-flush the instant your poo plops to minimize stank, or spritz an essential oil product like Poo-Pourri (\$10, poopourri.com) into the toilet (pre-#2) to create an odor-blocking film on the water's surface. Should you choose the latter, do not let anyone see you with this in hand or you'll forever be known as the woman whose dumps are so gross she went out and bought a special dump perfume. If your poop made a huge splash, wait until a busy bathroom clears before exiting your stall. Same rule applies if you suspect a coworker has recognized your shoes.

PUMPING: Moms at Jessica Alba's The Honest Company can handle their business in a suite full of girly furniture.



You might not have that luxury, but there still may be an official place for you to lactate. A federal law called Break Time for Nursing Mothers requires a company with over 50 employees to provide a non-bathroom space (like an empty office) where a new mom can pump until her baby is 1 year old. If you have your own office, put a sign on your door: "Pumping in progress." It's direct, but it's the truth and will keep colleagues away. Try listening to soothing lullabies while looking at pictures of your kiddo—both have been shown to increase milk production.

POST-COSMETIC SURGERY: "You don't have to tell your employer what you've had done—patient privacy laws protect you," says Jennifer Walden, a cosmetic surgeon in Austin. If it's a septorhinoplasty, she tells patients to go with the deviated septum line, or return to work post-splint and wear more concealer than usual. "You will have swelling and discoloration under your eyes—blame that on staying up too late," she says. Most breast surgery patients can go back to work after five to seven days; wearing a sports bra and a baggy top should be a good enough disguise.

WHEN WORK WIVES CHEAT

So you didn't write vows or pledge an oath of fidelity—fine. Doesn't mean these "marriages" aren't real. If one partner drifts...

AND IT'S YOU

Work marriages are built on trust and respect—just like actual ones—so an open dialogue is key, says Chad McBride, Ph.D., chair of the communication studies department at Creighton University. The diff? With office spouses, an open relationship isn't as likely to be a dealbreaker. Broach the subject with your OG work wife by saying, "I've been getting to know Ellie, and I think you'd like her. How about we all get lunch on Tuesday?" Don't force a bond; if it's not there, try to split your time evenly and check in if you sense tension.

AND IT'S YOUR WORK SPOUSE

Again, transparency is crucial. The next time you grab fro-yo with her, say: "I know we haven't been able to hang as much, and I want to make sure we're good." Maybe you upset her—or maybe she's just on a massive project. Addressing the sitch proactively helps fix a problem or, in the rare worst-case scenario, decide when it's time to walk away.

CONVO STARTERS

Chattier people get ahead at the office, says Debra Fine, author of *The Fine Art of Small Talk*. They seem more connected and confident, and they also never (ever) talk about the weather.

START STRONG

Go for substance over style—you'll establish a more genuine connection.

"We've never really had a chance to chat. Where are you from?"

"What have you been working on lately?"

"That was a smart idea you raised in the budget meeting yesterday. How'd you come up with it?"

KEEP IT GOING

Open-ended questions help prevent the conversation from stalling—especially useful if you're waiting for a meeting to begin or staring down the barrel of a long cab ride.

"I'm trying to plan a trip, but can't decide on a place. What's

been your favorite destination?"

"What's the best thing you've read lately?" (Podcasts and movies are also great fodder.)

"I've been craving pancakes. Any go-to brunch spot suggestions?"

EXIT POLITELY

Whichever excuse you use, follow through. If you get caught yapping with someone else, the first person you know you were just ditching her.

"Oof—definitely haven't had enough coffee today. I'm gonna go grab some."

"I have a proposal due at 5 p.m., so I better get back to my desk. See you later!"

"I have to snag Melissa before she heads out, but I'm so glad we chatted."

ONE PLACE YOU DON'T HAVE TO MAKE SMALL TALK? THE BATHROOM.

A nod and a smile, maybe a "How's it going?" at the sinks. Never in the stalls. Even if your coworker answers you mid-tinkle, she's probably cursing you silently in her head.



THINGS GETTING BATTY? KEEP YOUR CHILL

Exploding at Janice in accounting—no matter how severe her offense—will just make things worse.

MILD	MEDIUM	MAJOR	MEGA
Someone ate your lunch. Sorry, but your MIA stir-fry is not grounds for an all-staff e-mail. Instead, put a stern, direct (and anonymous!) sign in the kitchen: "Please don't eat what's not yours" with eyes on it. Sounds cheesy and passive-aggressive, but a Newcastle University study found that a poster with eyes on it made subjects behave better.	People e-mail you after hours. Try not to assume that the sender expects an immediate response—some people just like to send out an idea before they forget it. If you don't plan to answer e-mails after 9 p.m., let people know with a daily out-of-office that includes when you'll be back at it, says Glazer. Ask people to mark subjects "urgent" if they need you ASAP.	A coworker takes credit for your work. "If someone is plagiarizing your report and passing it off as theirs, you need to address this with your boss," says Glazer. Start documenting the work that you're doing (e-mail it to yourself or another project member for a time stamp) and make sure you are sharing info only with the people who need to know.	A coworker blames you for a big mistake. "You might say, 'It's come to my attention that you told our manager XYZ. Can you help me understand?'" says Jenny Blake, author of <i>Pivot</i> . She'll probably apologize and fess up, but if she's a serial underminer, tell your boss, "Look, I know Kelly told you this, but that's not accurate." Explain what really went down. ■