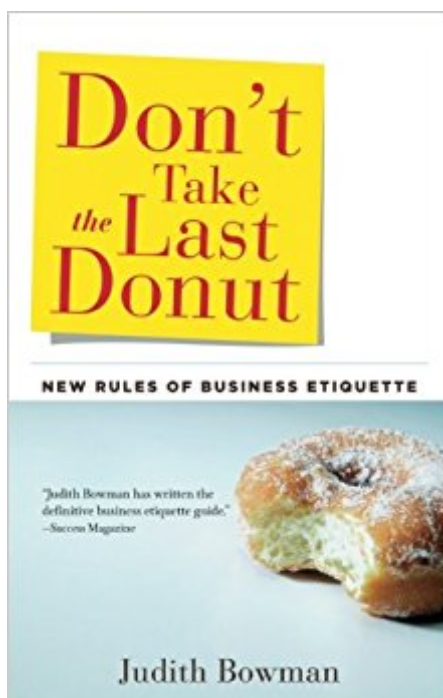


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# Don't Take The Last Donut: New Rules Of Business Etiquette



## Synopsis

Don't Take the Last Donut gives you the tools you need to be confident and letter-perfect in any business setting—from pitch to presentation, from networking to contract negotiations, and everything in between. With this book, you will easily master the art of small talk, the protocol of the perfect business introduction, and the many nuances of the business lunch. You'll learn: "• The protocol of the proper business introduction. . .even if you have forgotten someone's name." "• The art of creating a positive first impression." "• How to manage an awkward moment." "• The vast differences in rules of etiquette around the world.Plus, new for the paperback edition: a new appendix, showing readers how to exceed expectations in the workplace and go from "fine" to "fabulous." In this age of economic uncertainty, every edge counts.

## Book Information

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## Customer Reviews

"Proper business etiquette is more than making nice with people you don't know or don't like. Bowman demonstrates how treating other people with dignity and respect, especially in business encounters, will pay rich dividends. It's not about you anyway. It's about them. It takes so little to make other people more comfortable (ie: cooperative) and it means so much." --John Hoover, New York Times best-selling author of How to Work for an Idiot "Don't Take the Last Donut is the quintessential guide for those who need to make effective people-connections in today's business world--and that's just about everyone. Bowman's advice is sharp, focused, easy to execute, and roll-up-your-sleeves practical. Her book is an essential read for those starting out and need a 'how to' on business etiquette, or for even those who have been around awhile and should know better. This is a gold mine for those who follow through with Bowman's advice." --Dean Philip Quaglieri,

Dean, College of Management, University of Massachusetts, Boston "Judith Bowman has written more than a book on manners and style. She's illuminated all the seemingly small leverage points that can make the difference between a great business relationship and a failed one. I wish I'd had this book ten years ago....there isn't a single page I didn't learn something from.....no one should enter the business world without this book." --Steve Chandler, best-selling author of *The Hands-Off Manager* and *100 Ways to Motivate Others* "Much of Bowman's subject matter used to be taught in the home. Sadly that is no longer the case and this book will help the reader get through life politely, correctly, and successfully. Nuances will be a powerful tool in your career tool kit." --Richard DeAgazio, president, Boston Capital Securities, Inc. "Judith Bowman has penned the definitive guide to social and professional interaction. Striking at the heart of self awareness and emotional intelligence, Bowman provides a a step-by-step guide to social comportment for today's business executive seeking a competitive edge." --Matthew Power, president, Risk Specialists Management, Inc., AIG "This is the essential business guide for anyone in business, in the 21st Century." --Michael Nitti, life coach/business consultant & former vice president, The Anthony Robbins Companies "A readable code of manners that's certain to provide a kindness edge to anyone involved in today's fast-paced, high-tech business world. *Don't Take The Last Donut* is loaded with good, sensible advice on how to make a good, lasting impression on others and feel good about yourself."--Bill Ketter, vice president for news, Community Newspaper Holding Inc., and senior vice president, Eagle-Tribune Publishing Co. "If you want to make a great and lasting impression, *Don't Take the Last Donut* provides excellent advice for a wide variety of social and professional settings. With specific examples, Judy Bowman reminds us that we should never underestimate the power of properly presenting and conducting ourselves in the course of developing successful relationships." --Steve Batza, executive vice-president, Liberty Mutual Group --This text refers to an out of print or unavailable edition of this title.

Judith Bowman, founder of Rhode Island-based Protocol Consultants International, is a veteran of protocol education. She provides training, seminars, personal coaching, and speaking services for small and medium-sized companies, as well as Fortune 500 firms, and now provides certification for those who want to be a protocol consultant. A graduate of Boston College, her articles have appeared in *Forbes*, *CFO Magazine*, *Money*, *Women's Business*, the *Boston Business Journal*, *Self*, the *Boston Globe*, the *Boston Herald*, and many others. In addition, she has authored a weekly column, *Everyday Etiquette*, for 10 years.

This is a great book for anyone that needs a little bit of extra confidence if they aren't used to business meetings and events (the places in which a tie, vice jeans, are worn). The rules aren't complicated, and the author uses common sense to explain when to do what, so the "rules" are easily remembered. Must read for anyone, a perfect gift for graduation. Recommended. BTW, I bought the paperback AND kindle version... so I can flip through some notes on the kindle when I'm on the road...the book is good enough that I bought it twice!

WOW This is the definitive guide for business etiquette in every situation! I highly recommend this book to everyone; in fact it should be required reading for all high school students. Judith Bowman teaches you everything you need to know about the proper handling of any business situation, PERIOD. If you have a job, you work in some form of a business, and this book will teach you many, many ways to stand out. An amazing value, and one of my best purchases!!

Great book for general "rules of thumb" on business etiquette. Should be included in any business professional's library. I have already found the tips/information very useful while I was finding employment/landing a job. I use it now to help me "polish" the way I conduct business. This is not a social etiquette book, but is very helpful for the business professional. I would easily recommend this book.

I needed this book for a professionalism class and although it looks very different from the most updated versions, it's the exact same. Only with different pages & book form. I personally like the hardcover though! Interesting and easy read. Even if it's just to purchase it teaches a lot about business etiquette!

Great service and received exactly what I wanted.

It was easy to read but so helpful. These are basic tips everyone should learn. I also appreciated that the author used personal stories where these tips helped her.

good information

Simple straightforward way to check-in with how you interact with others or think you do....maybe you'll say I know this or that but do you walk the talk?

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