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10 CAREER ESSENTIALS

Excel at Your Career by Using Your Personality Type

By Donna Dunning

Are you getting what you want from work?
Are you excelling at your career?

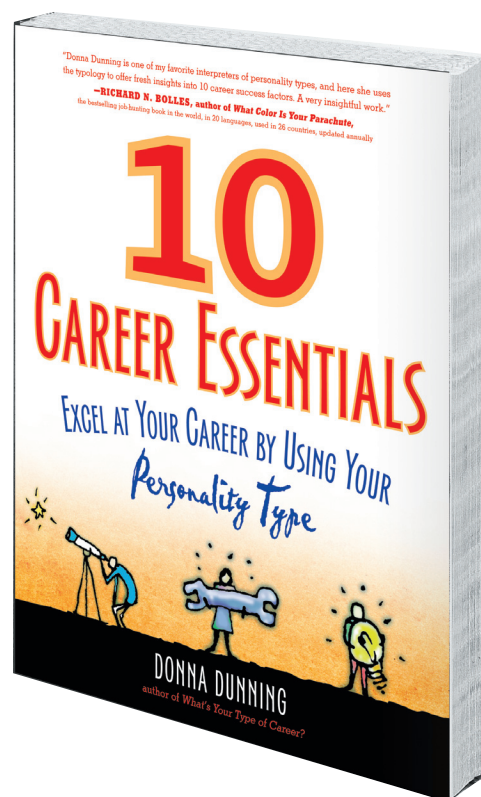
Over the course of a lifetime, people can spend 80,000 hours at work. With this much time invested, author Donna Dunning asserts that your career should be interesting, motivating and rewarding. And in our competitive, rapidly changing society, you need to know how to be effective and competent at work or you may find yourself unemployed or passed over for promotions. There are many books to help you choose a career, but few to help you excel in the workplace once you are working.

Focusing on day-to-day behaviors and providing practical tips and strategies, *10 Career Essentials* becomes your personal career coach by showing you how to work effectively, get recognition and steer your career in the direction you want to go. *10 Career Essentials* provides key self-assessment tools and tips to stimulate learning and improve your ability to implement your personal career strategy to its fullest.

“Donna Dunning is one of my favorite interpreters of personality types, and here she uses the typology to offer fresh insights into 10 career success factors. A very insightful work.”

—RICHARD N. BOLLES, author of *What Color Is Your Parachute*, the bestselling job-hunting book in the world, in 20 languages, used in 26 countries, updated annually

DONNA DUNNING is an award-winning psychologist, consultant, certified teacher and member of the MBTI® International Training Faculty. She is also the author of more than a dozen publications, including *What's Your Type of Career?*



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