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1001 Ways to Take Initiative at Work

By Bob Nelson Ph.D.



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1001 WAYS to Take Initiative at Work is about managing up--about employees taking ownership of their jobs, whether it's an assistant working for a manager or a VP working for the CEO. Third in the 1001 Ways series by bestselling business writer Bob Nelson, whose 1001 Ways to Reward Employees and 1001 Ways to Energize Employees have over 900,000 copies in print, TAKE INITIATIVE is the first management book for employees. Weaving together case studies, examples, quotes, research highlights, and the author's own "Tool Box" of management techniques and exercises, this practical handbook will show every reader how to develop self-leadership, set goals, create learning opportunities, take risks, build a team, sell ideas, and work both within and outside the larger organization. Taking initiative is about a former secretary at Johnsonville Foods who originated and now runs the company's thriving mail-order business. It's about a technical writer who created Xerox's popular "webmaster" website. And it's about you. As Bob Nelson proves, employees have much more power than they think--taking initiative is how to harness that power and reap its rewards. By the bestselling author of 1001 Ways to Reward Employees and 1001 Ways to Energize Employees, with over 900,000 copies in print.



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Editorial Review

Amazon.com Review

In *1001 Ways to Take Initiative at Work*, Bob Nelson applies the formula behind his two previous books, *1001 Ways to Energize Employees* and *1001 Ways to Reward Employees*, and shows how any employee can advance his or her career by taking action, questioning authority, and thinking "outside the box." The book is filled with hundreds of stories about how workers, through simple initiatives, have made a difference at their companies--from the familiar story about the origins of Post-Its at 3M to how a Home Depot store manager helped a customer in a wheelchair. These stories are flanked by dozens of sidebars filled with short prescriptions for bettering the workplace and one's career (e.g., "Tactics for Influencing Others," "Don't Settle for Just Good Enough"). For Nelson, the key to fostering initiative is getting past the roadblocks that inhibits creativity. He cites a UCLA study that showed that by the "age five we engage in creative tasks 98 times a day, laugh 113 times, and ask questions 65 times. By the age of 44, however, the numbers shrink to 2 creative tasks a day, 11 laughs, and 6 questions." If your professional aspirations center on just getting by, then take a pass on this one. Those looking for practical career advice, however, would do well to give *1001 Ways to Take Initiative at Work* a good look. --Harry C. Edwards

From the Back Cover

Bob Nelson has done it again! In this practical, timely book, he describes what employees can do to take more initiative in any job. Any employee (and supervisor, manager or owner) will find this book of enormous value! - Dr. Dean Spitzer, senior consultant, IBM Corporation, and author of SuperMotivation

"Bob Nelson's book shows how employees who take initiative not only create value for their organizations, but for themselves personally and professionally." - Dieter Huckestein, President, Hotel Division, Hilton Hotels Corporation

Whether you're an entry-level assistant or a VP working with the CEO, there's only one person responsible for your career--you. And here to help you realize your potential for success is management guru Bob Nelson, bestselling author of the 1001 Ways series. A unique motivational manual, *1001 Ways to Take Initiative at Work* brings together hundreds of real-life examples, advice from business leaders, and the author's own techniques and exercises to show readers how to draw on inner creativity, develop self-leadership, set goals, take risks, and sell ideas.

"The biggest mistake you can make in life is to think you work for somebody else." -- Bob Nelson

TAKE ACTION--Elaine Crawford, a secretary at Johnsonville Foods, discovers an overlooked market segment, figures out how to reach it, pushes her idea through, and now runs a \$3 million mail-order department.

QUESTION AUTHORITY--Feeling that the corporation is poorly managed, IBM programmer Jay Elliot writes a 20-page detailed letter to chairman Tom Watson, Jr.--and his career skyrockets.

THINK OUTSIDE THE BOX--Frustrated by bookmarks that keep falling out of his hymnal on Sundays, 3M engineer Art Fry creates the Post-It, today a \$300 million business.

TRUST YOUR INTUITION--While still an administrative assistant at Xerox, Joanne Griffin senses opportunity in a project no one wants, directs a team to implement it, and is today a corporate Vice President

of Enterprise Rent-A-Car.

About the Author

Bob Nelson, Ph.D., is president of Nelson Motivation, Inc., a founding board member of the National Association for Employee Recognition (NAER), and a bestselling author whose books on management and motivation have sold over 3 million copies and been translated into over 25 languages. Dr. Nelson lives and works in San Diego, California.

Users Review

From reader reviews:

Chad Wright:

Information is provisions for anyone to get better life, information nowadays can get by anyone in everywhere. The information can be a understanding or any news even an issue. What people must be consider whenever those information which is in the former life are challenging to be find than now could be taking seriously which one is appropriate to believe or which one the actual resource are convinced. If you receive the unstable resource then you buy it as your main information it will have huge disadvantage for you. All those possibilities will not happen in you if you take 1001 Ways to Take Initiative at Work as your daily resource information.

Pauline Lipman:

This book untitled 1001 Ways to Take Initiative at Work to be one of several books that will best seller in this year, here is because when you read this publication you can get a lot of benefit onto it. You will easily to buy this kind of book in the book shop or you can order it by means of online. The publisher of this book sells the e-book too. It makes you more easily to read this book, since you can read this book in your Smart phone. So there is no reason to you personally to past this guide from your list.

Janna Lefevre:

1001 Ways to Take Initiative at Work can be one of your beginning books that are good idea. We all recommend that straight away because this guide has good vocabulary that could increase your knowledge in words, easy to understand, bit entertaining however delivering the information. The writer giving his/her effort to place every word into satisfaction arrangement in writing 1001 Ways to Take Initiative at Work yet doesn't forget the main stage, giving the reader the hottest in addition to based confirm resource info that maybe you can be one among it. This great information could drawn you into completely new stage of crucial pondering.

Jason Young:

That book can make you to feel relax. That book 1001 Ways to Take Initiative at Work was vibrant and of

course has pictures on there. As we know that book 1001 Ways to Take Initiative at Work has many kinds or type. Start from kids until youngsters. For example Naruto or Detective Conan you can read and believe you are the character on there. Therefore , not at all of book tend to be make you bored, any it offers up you feel happy, fun and relax. Try to choose the best book to suit your needs and try to like reading which.

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