

Messenger Associates, Inc.

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MAI News:

Now you can share our helpful monthly newsletter with a friend. All are invited to visit the [Messenger Associates](#) homepage where you can find a link to sign up to receive our newsletter online. It's free!

[Holiday Socials Benefit Your Job Search](#)

Growing your network of contacts is an essential strategy for anyone in a career transition. This season as you prepare for the annual round of holiday parties, plan ahead to tap into the gold mine of connections that you will have right at your fingertips.

- Be prepared: Contact the host ahead of time to find out who you might meet there.
- Manage your time: When you get there, scan the room to identify a few key contacts you'd like to make and focus on them first. Then try and get face time with as many different people as you can.
- Share airtime: Sharing your story is only half your job. Be ready with a brief introduction, and then stop talking so you can listen and follow up later.
- Do Your Homework: Make notes about your key conversations as soon as possible after each event. About a week later, follow up with a personal note or phone call to get your name back up on the radar screen one more time.
- Have fun: Remember to balance business and pleasure, and enjoy the spirit of the holidays.

[Consultant's Choice: Book of the Month](#)

The 4-Hour Work Week (Timothy Ferris, 2007)

"...for anyone sick of the deferred-life plan and wants to live life large instead of postpone it." The chapter titles say it all: D is for Definition, E is for Elimination, A is for Automation and L is for Liberation.

[Free Online Training](#)

Whether you are a beginning, intermediate, or advanced Microsoft Office user, time spent brushing up on your skills is well worth the effort. Visit Microsoft Office's [training](#) website for a directory of free online training courses and get started today!