

### Chapter 1 : How To Win Friends and Influence People - Dale Carnegie - Google Books

*In studying managerial work habits, you will observe how a manager deals with time, energy, people, and priorities and manages his or her emotions in the midst of all these activities." Large, well run organizations instill in their employees the traits and behaviours described in this book.*

By Lydia Dishman 4 minute Read Fact: The American Time Use survey found that employed persons between the ages of 25 and 54 spend an average of 8. But the reality for many is that the workweek extends more than the standard 40 hours, and the average U. Once, work was a major source of friendships. We took our families to company picnics and invited our colleagues over for dinner. Now, work is a more transactional place. We go to the office to be efficient, not to form bonds. We have plenty of productive conversations but fewer meaningful relationships. But other studies show that not only are we less likely to forge friendships in the office, we tend to eschew the niceties of interaction in favor of productivity. Not only are we less likely to forge friendships in the office, we tend to eschew the niceties of interaction in favor of productivity. In a quest for a happy workplace that boosts engagement as well as the bottom line, workplace experts have measured all manner of things, from salaries to feedback to mentorship opportunities, and suggest a variety of fixes. Unfortunately, none of those add up to what well-being experts consider a thriving life. Science has discovered how to foster closeness and break down social and emotional barriers in less than 45 minutes. One study found that skipping the small talk and focusing on self-disclosure and nonwork-related topics can forge a closeness that makes coworkers more collaborative, productive, and accountable. As denizens of these communities, we will be doing something even more powerful than bringing our lives and souls with us to work: We will be sharing them with friends. Working on a project together is one way. An activity that some dreadâ€”the corporate retreatâ€”is another, because completing ropes courses or even improv sessions can foster bonding in a way that conversations can not. In the rush to bond, there are some things to keep in mind, not the least of which is how much time you have to invest. Avoid talking about romantic relationships, at least in the beginning. And be mindful of personal space. Taking a friendship from the office to the outside world is a big step in the relationship. Start by going out to lunch or commuting together before making the leap to evening and weekend engagements.

### Chapter 2 : NPR Choice page

*Friends At Work is a 21st century entertainment, innovation and social impact company. From musicians like John Legend, Alicia Keys, Lindsey Stirling and Ciara to civil rights leader Adam Foss, Friends At Work partners with the world's greatest artists, thinkers and brands.*

Have you ever given someone heartfelt praise that left them smiling from ear to ear? Have you ever gone out of your way to let your boss know that you appreciate him or her? A long time ago when I worked as a nurse in an inpatient floor at a hospital, there used to be a worker called Buddy. Buddy was very popular not because he was a world renown surgeon who saved lives, but because he was a kind person who was extremely friendly and appreciative to nurses. He respected nurses and took care of us. Buddy won us over and became friends to all the nurses. Everyone loved seeing him because he always came with a smile on his face, a pocket full of mints, and a thoughtful statement of appreciation. Even when he was busy, he took the time to give praise or a piece of candy from his bottomless pockets. Positive Influence Businesses can use a lot more people like Buddy to help decrease negativity in the workplace. Three Ways Here are three ways to win friends and be a positive influence at work. Take a few seconds to extend your good wishes to a co-worker or a boss. This gesture is one of the best uses of your time in the workplace. In fact, consider it part of your duty. Keep a stash of hard candy or gum at your work desk. Always be ready to give someone a treat. No matter how small the gift may be. Instead of emailing someone, walk over to their desk and speak to them face-to-face. Invest The more you invest the time in a personable communication, the more your company will see you as a positive force in the workplace. Positive people can inspire others to do more for them than negative ones. Be like Buddy and be the change you want to see at work. To learn more ways to add more positivity in the workplace, contact me at [info@HealthandHappinessSpecialist.com](mailto:info@HealthandHappinessSpecialist.com). This post was published on the now-closed HuffPost Contributor platform. Contributors control their own work and posted freely to our site. If you need to flag this entry as abusive, send us an email.

### Chapter 3 : How to Win Friends and Influence People – China Channel

*Here are three of Carnegie's principles about how to win friends and influence people adapted to the workplace. Use these ideas so you can know how to win friends and influence people at work.*

Instead of just pushing their own agendas, those with the most friends and the most success have learned how to show empathy to others. So, what about those who are not successful? They fail to empathize, and they demonstrate several other traits that can ruin projects--and even destroy companies. They purposefully misunderstand feedback. The most unsuccessful people always seem to have this trait: They hear what they want to hear instead of the truth. Recently, I had a misunderstanding with someone who is not that interested in my own point of view. I am not so sure our friendship will even last. They communicate as poorly as possible. Set down the tablet, close your e-mail program--put your smartphone on silent. Those are all great tactics for pushing friends away. People who lack influence and close colleague relationships are always poor communicators. They live in a bubble of seclusion, quietly trying to work out their own success. They keep their ideas confidential. People who lack any influence in the workplace are usually mousy, secretive, and lack confidence. Those who lack influence are the exact opposite: They start every conversation being critical. Instead of admitting weaknesses and starting an investor meeting with a little humility, friendless people always start with a complaint about a project, a person, or a proposal. They only see things only from their perspective. One of the most brilliant insights Carnegie ever had was to start seeing things from the perspective of other people. This actually works, because you adjust your behavior to "win" them over in an honest way. You give them the gift of empathy, and they respond. Unsuccessful people never do this. They always expect others to comply. Failed leaders always have a "my way or the highway" approach. They stomp-stomp-stomp around the office and raise their voices in meetings, using aggressive tactics to get what they want. Everyone else has to adjust to their approaches. And they have no friends. They go it alone. When you look at the most unsuccessful people at work, they all share the same trait: One single person is never, ever successful. Successful leaders in business always have a team that helps them push a company forward; they share the glory. Jun 11, More from Inc.

**Chapter 4 : How to Win Friends & Influence People at Work - Natural Training**

*Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.*

Major sections and points[ edit ] Twelve Things This Book Will Do For You[ edit ] This section was included in the original edition as a single page list, which preceded the main content of the book, showing a prospective reader what to expect from it. The edition omits points 6 to 8, and Get you out of a mental rut, give you new thoughts, new visions, new ambitions. Enable you to make friends quickly and easily. Help you to win people to your way of thinking. Increase your influence, your prestige, your ability to get things done. Enable you to win new clients, new customers. Increase your earning power. Make you a better salesman, a better executive. Help you to handle complaints, avoid arguments, keep your human contacts smooth and pleasant. Make you a better speaker, a more entertaining conversationalist. Make the principles of psychology easy for you to apply in your daily contacts. Help you to arouse enthusiasm among your associates. The book has six major sections. The core principles of each section are explained and quoted from below. Human nature does not like to admit fault. When people are criticized or humiliated, they rarely respond well and will often become defensive and resent their critic. To handle people well, we must never criticize, condemn or complain because it will never result in the behavior we desire. Give honest and sincere appreciation. Appreciation is one of the most powerful tools in the world. People will rarely work at their maximum potential under criticism, but honest appreciation brings out their best. Appreciation, though, is not simple flattery, it must be sincere, meaningful and with love. Arouse in the other person an eager want. To get what we want from another person, we must forget our own perspective and begin to see things from the point of view of others. When we can combine our desires with their wants, they become eager to work with us and we can mutually achieve our objectives. Happiness does not depend on outside circumstances, but rather on inward attitudes. Smiles are free to give and have an amazing ability to make others feel wonderful. Smile in everything that you do. We can make people feel extremely valued and important by remembering their name. Be a good listener. Encourage others to talk about themselves. The easiest way to become a good conversationalist is to become a good listener. To be a good listener, we must actually care about what people have to say. If we talk to people about what they are interested in, they will feel valued and value us in return. Make the other person feel important "and do it sincerely. The golden rule is to treat other people how we would like to be treated. We love to feel important and so does everyone else. People will talk to us for hours if we allow them to talk about themselves. If we can make people feel important in a sincere and appreciative way, then we will win all the friends we could ever dream of. Whenever we argue with someone, no matter if we win or lose the argument, we still lose. The other person will either feel humiliated or strengthened and will only seek to bolster their own position. We must try to avoid arguments whenever we can. It will only serve to offend them and insult their pride. No one likes to be humiliated, we must not be so blunt. Whenever we are wrong we should admit it immediately. When we fight we never get enough, but by yielding we often get more than we expected. When we admit that we are wrong people trust us and begin to sympathize with our way of thinking. Begin in a friendly way. Even if we are greatly upset, we must be friendly to influence people to our way of thinking. Start with questions to which the other person will answer yes. Do not begin by emphasizing the aspects in which we and the other person differ. Begin by emphasizing and continue emphasizing the things on which we agree. People must be started in the affirmative direction and they will often follow readily. Never tell someone they are wrong, but rather lead them where we would like them to go with questions that they will answer "yes" to. Let the other person do a great deal of the talking. People do not like listening to us boast, they enjoy doing the talking themselves. Let them rationalize and talk about the idea, because it will taste much sweeter to them in their own mouth. Let the other person feel the idea is his or hers. People inherently like ideas they come to on their own better than those that are handed to them on a platter. Ideas can best be carried out by allowing others to think they arrived at it themselves. Other people may often

be wrong, but we cannot condemn them. We must seek to understand them. People are hungering for sympathy. They want us to recognize all that they desire and feel. If we can sympathize with others, they will appreciate our side as well and will often come around to our way of thinking. Appeal to the nobler motives. Everyone likes to be glorious in their own eyes. People believe that they do things for noble and morally upright reasons. The truth must be made vivid, interesting, and dramatic. Television has been doing it for years. Sometimes ideas are not enough and we must dramatize them. Throw down a challenge. The thing that most motivates people is the game. Everyone desires to excel and prove their worth. If we want someone to do something, we must give them a challenge and they will often rise to meet it. People will do things begrudgingly for criticism and an iron-fisted leader, but they will work wonders when they are praised and appreciated. No one likes to make mistakes, especially in front of others. Scolding and blaming only serve to humiliate. If we subtly and indirectly show people mistakes, they will appreciate us and be more likely to improve. Talk about your own mistakes before criticizing the other person. When something goes wrong, taking responsibility can help win others to your side. People do not like to shoulder all the blame and taking credit for mistakes helps to remove the sting from our critiques of others. Ask questions instead of giving direct orders. No one likes to take orders. If we offer suggestions, rather than orders, it will boost others confidence and allow them to learn quickly from their mistakes. Let the other person save face. Nothing diminishes the dignity of a man quite like an insult to his pride. People love to receive praise and admiration. If we truly want someone to improve at something, we must praise their every advance. If we give people a great reputation to live up to, they will desire to embody the characteristics with which we have described them. People will work with vigor and confidence if they believe they can be better. Make the fault seem easy to correct. If a desired outcome seems like a momentous task, people will give up and lose heart. But if a fault seems easy to correct, they will readily jump at the opportunity to improve. If we frame objectives as small and easy improvements, we will see dramatic increases in desire and success in our employees. Make the other person happy about doing what you suggest. People will most often respond well when they desire to do the behavior put forth. Letters That Produced Miraculous Results[ edit ] This section was included in the original edition but omitted from the revised edition. In this chapter, the shortest in the book, Carnegie analyzes two letters and describes how to appeal to someone with the term "do me a favor" as opposed to directly asking for something which does not offer the same feeling of importance to the recipient of the request.

### Chapter 5 : Home | Friends At Work

*Making friends at work (or anywhere else) is easy. All you need do is adapt the timeless wisdom of "How to Win Friends and Influence People" to our technologically-sophisticated workplace.*

### Chapter 6 : How to Win Friends and Influence People at Work by Matt Leighton

*Making friends with people you work with can make you enjoy your job all the more. Andersen Ross/Getty Images It should be obvious that if you try to ruin a coworker's chances at advancement, or mess with their projects, you will not be someone that other people willingly friend.*

### Chapter 7 : How to Win Friends and Influence People - Wikipedia

*Nelson cautions friends at work to focus their private bonding and sharing to off-work hours. She believes coworkers should designate their work hours as time when the whole office can benefit.*

### Chapter 8 : How to Win Friends and Influence People Quotes by Dale Carnegie

*7 Ways To Lose Friends and Not Influence People at Work Team Building According to the great Dale Carnegie, successful people know how to win friends and influence people.*

Chapter 9 : 3 Ways to Win Friends and Be a Positive Influence at Work | HuffPost

*"It isn't what you have or who you are or where you are or what you are doing that makes you happy or unhappy. It is what you think about it." â€• Dale Carnegie, How to Win Friends and Influence People.*