

A clear cellophane bag tied with a yellow ribbon, containing various office supplies and snacks. Visible items include a red Kenco Smoothie stick, a roll of white paper, a green marker, a blue Perrier water bottle, and a small white container with green handles.

Office Manager Survival Kit

COFFEE - To make sure you are alert in the mornings.

BUTTON - For the times when you may need to button your lip.

CRAYON - To make each day bright and colourful.

JIGSAW - Because you fit in well with the rest of the team.

ELASTIC BAND - For when you're stretched to your limit.

SWEETS - To give you energy to get through each day.

CANDLE - To brighten up your day when things get tough.

PLAYING CARD - To help you 'deal' with any situation.

STAR - To help you to be a star employee.

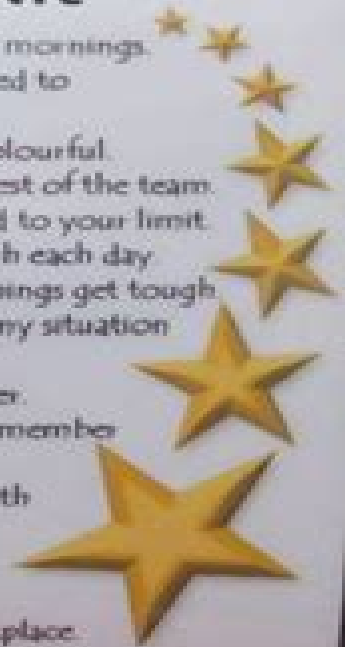
PAPERCLIP - To help you hold it all together.

TOOTHPICK - Attitude is everything, so remember to pick a good one.

SALT - For when you need to take things with a pinch of salt.

TEA BAG - Remember to relax at the end of a hard day's work.

MINT - You are worth a 'mint' to your workplace.



Office Survival Management Secrets English Edition

Christian Drosten



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