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# sales & marketing management

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## PERSONAL CAREER

### PERSONAL IMAGE

**Image Booster: Get It Together**  
Organization is key

**Ask The Etiquette Dr.** +  
What should I do if a client is trying to have me set him up with one of my coworkers?

**Quick Tip**  
Avoid the flimsy, icy grip.

**Image Booster: Top It Off**  
Hats keep you warm in winter and make a style statement throughout the rest of the year.

**Ask the Etiquette Dr.** +  
I let a client down. Should I send a gift and a card, or is an e-mail enough?

**Image Booster: Pin It On**  
Brooches that add pizzazz to winter wear

**Quick Tip: Business Lunches**  
The lobster may be hot, but the bib definitely isn't when it comes to business

## RESOURCES

**BOOKS**  
To purchase listed books click on the \$

## USEFUL LINKS

- Association of Image Consultants International
  - Genece Hamby
  - Image Specialist
  - International Coach Federation
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