

## Desk Drawer Confidential!

The things big-deal workers reach for all the time

- 1. "A foundation stick, like Bobbi Brown's. It makes touch-ups easy, and I don't make a mess if I'm in a hurry, which I always am." -Constance White, style director, eBay
- 2. "A cuff bracelet-I designed the one belowto transition from day to night. And dried fruits
- and nuts, a healthy alternative to the candy I'm always tempted by!" -Tory Burch, designer
- 3. "After years on the campaign trail, I've brought my must-haves to the White House. They include CleanWell hand sanitizer, a comb and thank-you notes." - Katie McCormick Lelyveld, press secretary for Michelle Obama
- 4. "ChapStick. I'm addict-





## No Matter How Good You Look, Don't Forget To ...

» Be your boss's biggest ally. Most are overloaded now, "so make sure yours has all the information she needs for meetings," says career expert Nicole Williams, an MSN columnist. "Be proactive about finding solutions to her problems too."

>> Flash your talent. Remind higher-ups why you're valuable, says NYC leadership consultant Stacey Radin, Ph.D. When discussing new assignments, mention recent successes.

- » Show your range. "Ask to help out on projects you weren't assigned to," says Williams. You'll earn recognition as a valuable, well-rounded employee. "The people companies keep are the ones who can pick up the pieces where others left off."
- >> Take care of yourself! Burning the candle at both ends, hoping to impress? It may backfire on you. You don't want to seem low-energy or burned out, says Dick Bolles, author of The Job Hunter's Survival Guide. Whatever you do, "send a message that you're productive." —Farnoosh Torabi

## $Work\,Shoes$ : how sexy can you get?



FANCY FLATS: OK AT ALL OFFICES London Sole. \$245



**GOTTA LOVE** COMFORT PUMPS Easy Spirit,



NOT SO SEXY. BUT VERY CHIC Banana Republic, \$120



MORE DARING. STILLADO Marc Fisher. \$79



FINE WITH A LOW-KEY OUTFIT AK Anne Klein,



FOUR INCHES? PROBABLY TOO SEXY Victoria's Secret Catalogue, \$75



ONLY FOR THE FASHION FIELD! Bakers. \$90

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