

DID YOU WRITE AN E-MAIL TODAY?

It could be worth a million dollars...

not to you! To your opponents—as a “smoking gun”—to nail your company into a staggering jury verdict, and maybe, end your career. Are you your own worst enemy, not realizing the breeding grounds all around you in your workplace where you unintentionally create smoking guns? You don’t need to be! It’s preventable. “You can gain the advantage before the other side takes it, and I’ll show you how,” says Jack Tapper, author of the new, one-of-a-kind, revealing and riveting personal business guide, *Smoking Guns and Paper Trails*.

“Everything you write, say, or do in the workplace has the potential to backfire on you if you don’t know where the breeding grounds are for smoking guns and how to avoid them” says Tapper, a risk management expert and acclaimed counsel.

“This is straight-talk, no legal mumbo jumbo,” says the author, “because I wrote this for everyone who works in, or manages, leads, or owns, a business, whether it’s big or small, private or publicly-owned.”

What *you* need to know to protect yourself and your company

Smoking GUNS and PAPER TRAILS

How Your Words and Actions in the Workplace BACKFIRE

JACK TAPPER Acclaimed Defense Counsel, Litigation Management Consultant, Small Business to Fortune 500

How Your Words and Actions in the Workplace BACKFIRE What you need to know to protect yourself and your company

Here’s just some of what you’ll discover inside:

- Nine e-mail traps that can bury you in T-R-O-U-B-L-E
- How your deleted e-mails and files are still retrievable and “smoking”
- More than 22 breeding grounds for smoking guns and why you’d better know them
- How “confidential” documents are a myth, but there’s one kind you can keep secret, IF you don’t make the wrong move
- Which co-workers are “loose cannons” for smoking guns, and what to do if you’re one of them
- How janitorial services infiltrate your workplace, and put you and your company at risk every night
- 11 Commandments your company spokesperson better know to avoid “dancing with wolves”
- Eight “must know” rules for crisis management when it all “hits the fan”
- How to work smarter with Tapper’s 20 Point Company Guide for E-mail and Internet Usage Policies
- How trial lawyers get to see, and copy, your personal home computer drives
- How to implement an effective records retention policy, BEFORE it’s too late!
- And much more, including 126 Tapper’s Tips filled with the Master’s Advice

About the author...

JACK TAPPER is a dynamic, acclaimed trial counsel and professional speaker. He’s an expert consultant for a company’s risk management controls and a master at managing litigation.

Whether it be from his experience in the halls of academia as a former Sr. Adjunct Professor teaching law, the battleground of the courtroom trying cases, or the ivory towers of Fortune 500 companies where he was in charge of litigation nationwide for 10 years, or in his active, private general practice, Jack’s competence, poise, and personality make him a charismatic, top-of-the-line pro.



“Be smart, work smarter.”