



100 Tricks to Appear Smart in Meetings: How to Get By Without Even Trying

Sarah Cooper

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Funny because it's true. From the creator of the viral sensation "10 Tricks to Appear Smart in Meetings" (5+ million views and hundreds of thousands of shares) comes the must-have book you never knew you needed, *100 Tricks to Appear Smart in Meetings*. In it, you will learn how to appear smart in less than half the time it takes to actually learn anything.

You know those subtle tricks your coworkers are all guilty of? The constant nodding, pretend concentration, useless rhetorical questions? These tricks make them seem like they know what they're doing when in fact they have no clue. This behavior is so ingrained, so subtle, and so often mistaken for true intelligence that identifying it, calling it out, or compiling it into an exhaustive digest has never been attempted. Until now.

Complete with illustrated tips, examples, and scenarios, *100 Tricks* gives you actionable ways to use words like "actionable," in order to sound smart. Every type of meeting is covered, from general meetings where you stopped paying attention almost immediately, to one-on-one meetings you zoned out on, to impromptu meetings you were painfully subjected to at the last minute. It's all here.

Open this book to any page and find an easy-to-digest trick with an even easier-to-digest illustration, guiding you on:

how to nail the big meeting by pacing and nodding
most effective ways to listen to your coworkers while still completely ignoring them
the key to making your presentations "interactive."

If you hadn't noticed these behaviors before, you will see them now—from your colleagues, your managers, and soon yourself. Each trick is a mirror to the reality of what happens in meetings, told in the form of hilariously bad advice—advice that you might just want to take. But probably not. But maybe.

100 Tricks to Appear Smart in Meetings: How to Get By Without Even Trying Details

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From Reader Review 100 Tricks to Appear Smart in Meetings: How to Get By Without Even Trying for online ebook

Charlie says

It took me an embarrassingly long time to realise that this book was being more humorous than serious! It's awesome and hits a little close to home as I've done at least half the things in this book.

Garen Glazier says

I received an ARC of this book in exchange for my honest opinion.

Sarah Cooper will take you from bored corporate cog

to the bossest boss,

and all it takes is putting her wickedly insightful 100 Tricks into practice.

Not sure how to make the best conference room entrance so people won't even question your commitment to the agenda? Wondering how to ace the big presentation even if all you did last week was binge watch cats on YouTube? Or curious what faces you should make during important discussions so your gravitas and enthusiasm for the data/marketing plan/strategy/donuts will be obvious? Cooper's got advice for those situations and more ways you can make meetings work for you while you do anything but work, all presented in a neat (giftable) package.

I loved this irreverent how-to book for winning the corporate meeting. Cooper strikes just the right note with witty explanations to accompany each of her 100 tricks and spot-on, cheesetastic illustrations that compliment the serious-but-not-but-totally-serious humor that makes her tips for getting ahead without making an effort so relatable.

Laugh, cry at the futility of the corporate meeting culture, and pretty soon you'll be doing that weird laughing cry thing that might be a little bit awkward on the vanpool into the office. But no matter, you're armed with a hundred ways of owning that morning meeting without any of the hassle of actually putting forth effort. So go. Don't try, look smart, and thank me later for recommending this book to you.

Gifs via GIPHY

Iniya says

Funny but true. I was laughing out loud from the start to end of the book. I wish I could give a copy this book to each one on my team.

Efflorescence says

Thanks to Netgalley and Andrews McMeel Publishing for providing the ARC in exchange for an honest review.

This book was hilarious. Really, really funny.

I have to admit I was a bit confused with all these numbers. The title says 100 tricks to appear smart in meetings, but there were definitely more numbers in this book than 100, because many chapters were also subdivided. But in the end I just decided to trust the author and the publisher and I am sure that there are at least 100 tricks in this book, if not even more.

I don't work in an office, so I don't have to attend meetings, but a friend of mine tells (rather complains) about these meetings very often and I just realised that so many things in this book are true. But I think this also proves that this book is suitable for everyone, no matter what or where he or she is working.

I also enjoyed the little drawings. They made you feel the situation instead of just reading about it, because so many people appear to fidget, jump or move around while giving a speech.

Christopher Kokoski says

Wickedly Delightful

Let me begin by saying this is a humor book. Probably the best (and most ironic) way to enjoy it is to start an office book club. Each page is hilarious, filled with satirical advice that triggered more than one embarrassing public guffaw.

It covers everything from facial expressions, meetings, in between meetings, networking, business dinners and "advanced" meeting tactics to get promoted (or fired).

While it's a bit short and pricey for the length of content, the book delivers laughs over and over again.

Strangely, there are hidden gems in the humor that (if applied sincerely) might actually make you a better employee, manager and future CEO.

As a good college friend of mine often remarked: "There is a lot of truth in kidding."

Anusha Narasimhan says

This book is a sarcastic take on how people act during meetings to appear smart. It is funny because it is true. There are a few people in every company who take things at face value and there are people who exploit this trait. I have seen a couple of these tips in action and while the person who is putting up the show is proud of themselves, everyone else (or at least most of us) knows that they are faking it. Hence, I was able to relate to this book to an extent.

I liked this book from the very beginning. Even the opening remarks were funny and brought a smile to my face. I particularly loved the "meeting speak cheat sheet" which enlightens us on deciphering what everyone is saying during a meeting. Would highly recommend this to anyone who has had the (dis)pleasure of attending a lot of meetings.

Note: I received a free ARC from the publisher. This review is my personal opinion and has not been influenced anyway by anyone.

Taryn says

No one pays attention in meetings. So, to get ahead, you need to not pay attention better than everyone else.

If you've ever worked in a corporate environment, you'll be able to relate to this book. Cooper's observations are hilarious and spot-on! If you haven't noticed your coworker's meeting habits before, you'll definitely see their behavior in a different light by the end of the book!

Sarah Cooper is the writer behind the satirical blog *The Cooper Review*. I love her sense of humor! This book is an expanded version of her popular blog post *10 Tricks to Appear Smart in Meetings*. Click the article link to see a sample of the illustrations and style of humor.

With this book's help, you'll be able to master meetings, networking events, and corporate retreats without having to know or say anything of relevance. It offers helpful tips in categories such as *10 Key Strategies for Appearing Smart*, *21 Meaningless Diagrams You Can Draw*, *What to Do with Your Face*, *Attending Meetings in a Male-Dominated Workplace*, and *How to Nail the Big Pitch By Not Saying Much Of Anything*. * It's a really quick and fun read. There is a tip a page and each tip is accompanied by an illustration. In addition to the 100 tips, there are also diagrams on when to deploy your new skills and a variety of funny charts.

100 Tricks to Appear Smart in Meetings is funny from beginning to end. It would make a great gift for anyone who is exhausted by an endless schedule of meetings. The release date is October 4, 2016, so it is perfect for holiday gift-giving!

My favorite passages:

#3 "There comes a point in most meetings where everyone is chiming in, except you. This is a great point to go, "Guys, guys, guys, you can take a step back here?" Everyone will turn their heads toward you, amazed at your ability to silence the fray. Follow it up with a quick, "What problem are we really trying to solve?" and, boom! You've bought yourself another hour of looking smart."

#93 "Asking for advice makes you look smart. Completely ignoring it and leaving everyone wondering why you bothered to ask anyone's opinion in the first place makes you look like a CEO."

Read 5/25/16. I received this book for free from Andrews McMeel Publishing & NetGalley in exchange for an honest review. This does not affect my opinion of the book or the content of my review. This title will be released on October 4, 2016.

*Related to nailing a pitch by not saying anything, one of my favorite skits from Better Off Ted: Jabberwocky Project

chantel nouseforaname says

The absolute dumbest thing I've ever read! LOL! Read this on the way to work this morning and was like who the fuck could get away with any of this!?!? I know! Picture: entitled, white male venture capitalists or silicon valley tech bros. I think that's who Sarah Cooper wrote this for. It's definitely not my style of humour, but you can tell that this is obviously a book just intended to make you laugh! File under: mindless, ridiculous, entitled humour.

Georgette says

I'm not sure if another other book made me simultaneously cry with laughter and despair. Or if any other book can be hilarious and depressing at the same time. If you've been to enough meetings, you'll recognise These People. If you don't, you're probably it.

A great use for this book is to bring it to every meeting with your and write down the name of the colleague or manager who exhibits the behavior. Or check it off when you pull that line on everyone else. Just try not to get fired.

There's even illustrations for each trick, and a handy guide to useful facial expressions and what to do with your hands during a meeting. The line art is delightful.

In all seriousness, these people exist and sometimes your best weapon is a subtle sarcasm. Buy it as a lifeline for a friend or family member who is drowning in meetings. Buy it for the manager whose life revolves around meetings or that turd-polishing colleague who not-so-casually name-drops the boss's first name like they'll be doing their nails together later.

'100 Tricks to Appear Smart in Meetings: How to Get By Without Even Trying' will be available Oct 4. All I can say is, "Ship it!" (Trick #71)

This ARC is courtesy of NetGalley.

Preeti says

I came across Sarah Cooper at some point on Twitter from someone sharing one of her blog posts which was essentially an excerpt of some of the illustrations in this book. The book is basically a sarcastic guide to navigating meetings, which are unfortunately, as most people who've worked in office jobs know, useless.

I found it an amusing book, with a couple of good laughs, but some parts were better than others; a decent amount of material fell flat for me. I also think it would make much more sense to someone who's worked for a couple years versus someone who is new to the working world. I could imagine this book as a gift (Secret Santa, anyone?) for a coworker with whom you have a good relationship.

There are definitely some sad but true things illustrated here. For example, I know this person and I am not a fan:

Another reason why it might be as good for someone new to the working world is that they might become jaded before their time.

Note: I received this book from NetGalley in exchange for an honest review.

Bill says

Funny, depressing, and infuriating at the same time. I found myself realizing how many of these techniques are used by people who drive me crazy (or, have driven me crazy throughout my career.) Then I realized that I've *done* some of these things. Then I realized that an evil part of my brain is taking notes and remembering some of these techniques. A very solid and entertaining book, but there's some filler in here and an occasionally inconsistent level of humor and bitterness.

Wayne McCoy says

'100 Tricks to Appear Smart in Meetings: How to Get By Without Even Trying' by Sarah Cooper is a humorous how to guide that will probably not make you look that smart.

Corporate meetings are often the bane of corporate life. Some meetings are productive, most feel like a waste of time. Fear not, because this book will attempt to help you climb the corporate ladder through meetings with co-workers. With chapter titles like Whiteboard Tactics: 21 Meaningless Diagrams You Can Draw, and How To Make Your Meeting Seem Less Like A Meeting Even Though It's Totally A Meeting, you will likely recognize many of these odd behaviors in meetings you have attended.

It's a pretty funny book because it seems to have been written by someone who has attended a lot of meeting and observed the odd one-upmanship that takes place in them. It seems that human behavior can provide many opportunities for humor.

I received a review copy of this ebook from Andrews McMeel Publishing and NetGalley in exchange for an honest review. Thank you for allowing me to review this ebook.

Adna says

I enjoyed all of the silliness and sarcasm infused pages.

Jeffrey says

Sarah Cooper's blog is the friend that gets the fact that your average workday is full of ridiculous events that are almost impossible to describe. Her new book is the friend that stops by with snacks, and sits on the couch while the two of you make fun of a DVD recording of your average workday.

I have a free pre-publication PDF copy of the book, but am buying the hardcopy just for the ability to flip through at random. Like a favorite television show in syndication, you can jump into the book at any point for a quick break. Every page has something you will recognize if you have been through any kind of meeting, and you can make a game of matching what is in the book to your actual experiences. You could make it a game with like-minded friends, with snacks, on the couch.

I do recommend reading the book in small pieces, like her blog, and the break between meetings that makes it possible to get through the day.

verbava says

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