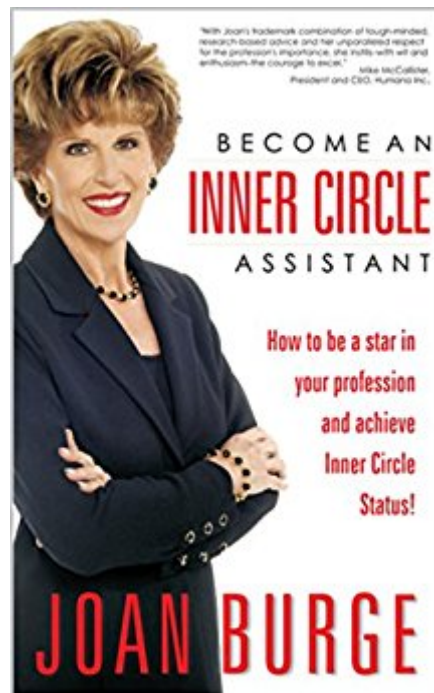


The book was found

Become An Inner Circle Assistant: How To Be A Star In Your Profession And Achieve Inner Circle Status!



Synopsis

Earn Inner Circle status, thrive in your profession, be visible and recognized as a star performer. Joan Burge brings almost 35 years of experience in the administrative field to this groundbreaking book! The words Inner Circle conjure up visions of an exclusive group of people whose achievements are admired and rewarded. The Inner Circle Assistant title doesn't show up on any organizational chart but she's the woman or, the man, of the hour. The people who support company movers and shakers have the opportunity to move into an Inner Circle and this book outlines the steps to get there as well as thrive in the position. It is a book of strategy and workplace philosophy that will help administrative professionals become top performers in work and in their careers. This book for administrative and executive assistants is filled with road maps for success, scoring quizzes, real-life stories and examples.

You Will Learn:

- To be a star in your profession
- Cultivate your tolerance for change
- Positive steps that minimize administrative stress
- Choose to take risk
- Delegating vs. dumping
- Unlocking your internal dragon
- Become process oriented as opposed to task oriented
- Anticipate your manager's needs
- Confront problems with your manager head on
- Turn failure into success
- Graciously accept criticism
- Build rapport when communication crisis occurs
- Choose when to assert yourself
- Get emotions under control
- And much, much more!

CAUTION! The Chapter headings may look simple but the information behind them is deep and multifaceted.

Chapters Include:

- Section I: A New Way of Looking at the Profession
- Section II: Some Things Never Change
- Section III: Digging Deeper
- Appointment Coordination
- Manager Support
- Managing Office Technology
- Meeting Preparation & Coordination
- Office Communication
- Office Organization
- Problem Solving
- Professional Behavior & Image
- Professional Development
- Supporting Multiple Managers
- Task & Project Management
- Time Management

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