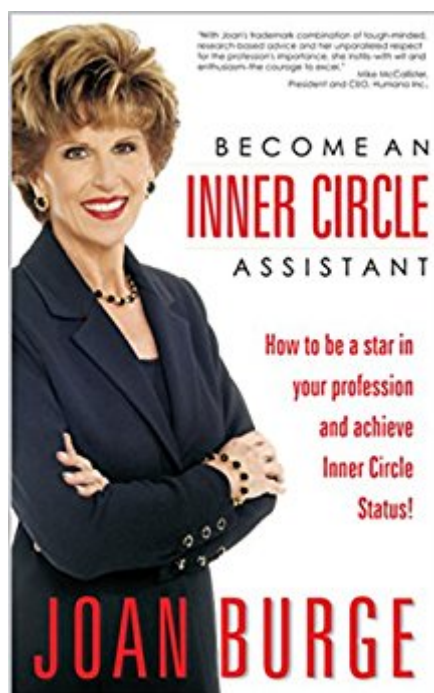


The book was found

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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