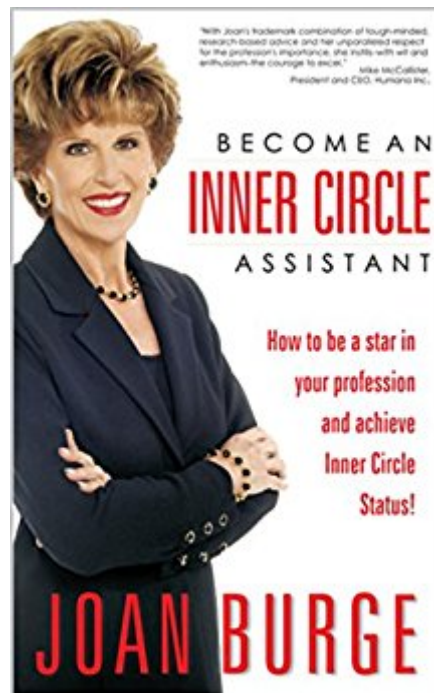


The book was found

# 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

## Book Information

File Size: 1483 KB

Publisher: Insight Publishing Company (January 28, 2016)

Publication Date: January 28, 2016

Sold by:Â Digital Services LLC

Language: English

ASIN: B01B8KEZF6

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #338,013 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #15

inÂ Kindle Store > Kindle eBooks > Business & Money > Skills > Secretarial Aids & Training #73

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