

The Organized Assistant

Take your career to the next level. This interactive and hands-on course will show you how to get organized, stay motivated, and become more valuable as an Administrative Assistant, secretary, or support staff member. In just one day you will learn how to effectively manage projects, improve communication, and meet all your deadlines!

In just 1 day...

- Top tips to manage time, handle pressure, and take your career to the next level.
- Learn how to stop wasting time, be more productive, and accomplish more.
- Handle interruptions – without feeling guilty.
- Stressed? Find out how just 10 minutes of planning can save you hours every day.
- Find the time management system that works best for you.
- Just relax...simple steps to reduce the stress in your day.

Course Modules

1. **Getting Organized**
2. **Communication Skills**
3. **Multiple Priorities**
4. **Your Leadership Role**
5. **Your Changing Role**

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