

Administrative Professionals Goal

THE FIVE PHASES OF GOAL SETTING AND ACCOMPLISHMENT

The fact that you are even reading this guide indicates there is a desire to make a change in your life. The sole purpose of this guide is to illustrate how to capture, identify and manage your goals in order to be successful. Like everything else we do in our administrative professional's role, we create a process, get organized and develop a workflow that we can adjust along the way. Above all, we need to remember to keep it simple so as not to overwhelm ourselves with details.

PHASE ONE: REFLECTION

Developing a goal or a set of goals starts with reflecting on what you want to change, improve or aspire to. Take the time to list the areas of improvement, whether personal or work goals, that will impact you immediately or long term. Some goals can be simple and take only a few minutes to conceptualize, while others may take a bit longer to consider. Don't worry about the details here, just create the goal and write it down. Later in the process you will define the goal and actions necessary to successfully accomplish your objective.

[Example] Goal setting requires listing goals you want to accomplish. Like speed dating, write down in 90 seconds or less the top goals you might want to accomplish short or long term, and one more idea, break your goal wish list into personal and business sections:

Personal

- Lose 10 pounds
- Vacation in Maui
- Visit family
- Buy a home

Business

- Get a pay raise
- Get a promotion
- Work better with my boss
- Find a new job

Administrative Assistant Goals Samples

Scott C. Dulebohn



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The Enigmatic Realm of **Administrative Assistant Goals Samples**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Administrative Assistant Goals Samples** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

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