

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

Deborah Ward



Administrative Assistant Goals Samples:

Conditioning for Strength and Human Performance T. Jeff Chandler, Lee E. Brown, 2008 Written by leading experts in exercise science this text offers everything athletic trainers need to train athletes for maximum performance and prepare for certification Chapters review the basic science underlying strength training and conditioning and put science into practice with detailed instructions on testing assessment exercise techniques program development injury prevention and rehabilitation Case based problem solving activities case examples real world application boxes and other features engage readers in decision making and hands on training activities More than 350 full color illustrations complement the text A bound in CD ROM offers in the gym lab assignments quizzes and a practical exam with video clips and multiple choice questions

The Talent Development Platform Heather Carpenter, Tera Qualls, 2015-03-02 Putting People First in Social Change Organizations The Talent Development Platform is about results driven talent development for social change Written by seasoned nonprofit experts this book provides a holistic process for creating an in house training and talent development program The Talent Development Platform offers organizations the tools for ensuring their professional development systems are successful through regular feedback loops tailored for learning styles and specific to their organization Detailed case studies provide insight into the strategies used by organizations that have implemented the Talent Development Platform and interviews with experts in the field give readers a handle on the most current thinking Robust resource guides facilitate the talent development process and online access to the Talent Development Platform and assessments help streamline the workflow Social change organizations make the most of limited resources but often overlook developing the talent they already have This book gives readers a plan for finding and nurturing their internal talent to reduce turnover and improve organizational efficiency More specifically the book helps organizations Develop organizational department and position specific competencies Create and revise job descriptions Assess staff and volunteer proficiency levels with created competencies Determine staff and volunteer learning styles Establish professional development goals and objectives tied to strategic goals Implement professional development with on the job learning mentoring and training Calculate a return on talent investment Evaluate talent development implementation and proficiency level changes Implementing the Talent Development Platform provides organizations with tangible benefits in the form of lower turnover and greater output without the burnout from employees and volunteers as well as intangible benefits that make organizations more attractive to top talent

Pre-GED Writing Lynda Rich Spiegel, 1997 Master the GED and get your high school equivalency diploma REA's GED Writing Our test experts will show you how to master the Writing Skills section of the GED Start your study with a diagnostic pre test that pinpoints your GED Writing strengths and weaknesses REA's in depth GED review of Writing Skills covers all subject areas found on the exam grammar sentence structure the writing process and more The book features 2 practice tests that thoroughly evaluate your skills and knowledge of the subject matter Each practice exam question is

answered with easy to follow easy to grasp explanations that allow for greater understanding Use the book s glossary for speedy look up of key concepts and terms REA s proven test tips strategies and powerhouse drills help you master the GED

Win at Work Shaun Belding,2010-05-03 In today s competitive work environment it is essential to get ahead and get noticed We do have control over our success in life we have an opportunity every day to change the odds in our favour Win at Work covers all the areas that we can change and take into our own hands such as winning with people winning in the workplace team tips rules for making great impressions how to achieve success Each section contains approximately 20 short chapters with research references from a number of countries and anecdotal stories from the author s experiences around the world

Essentials of Planning and Evaluation for Public Health Karen M. Perrin,Perrin,2014-09-17 Case Study Healthy Food Healthy Students HFHS Goal Statement Objectives Case Study Discussion Questions Student Activities References Chapter 2 Ethics Chapter Objectives Key Terms Introduction Historical Background of Ethical Principles Basic Ethical Principles Ethical Links between Research and Evaluation Institutional Review Board Informed Consent Risk Benefit Assessment Selection of Individuals and Special Populations Ethical Guidelines for Evaluators Challenges Faced by Evaluators Confidentiality of Personal Information Summary

Principles of Research and Evaluation for Health Care Programs Karen (Kay) M. Perrin,2014 **Writing Grant Proposals That Win** Deborah Ward,2011-08-24 Writing Grant Proposals That Win Fourth Edition offers step by step instructions and clear examples of how to write winning grant proposals It offers practical guidance on how to Express the need for the project Describe objectives and activities Outline an evaluation plan Create a workable project budget The Fourth Edition is a thorough update with all new charts graphs tables and figures as well as new examples and coverage of current topics Students will come away with a clear understanding of how reviewers function and what they are looking for in proposal sections in addition to what is needed to maximize every aspect of the proposal The text is loaded with useful tips that will enable your students to hit the ground running including how to assess a program announcement and ensure each requirement is addressed condense your entire proposal into a brief but compelling abstract determine what appendices to include and in what form for maximum impact adequately describe project dissemination and continuation plans use technology including desktop publishing graphics color and spreadsheets for budget development to enhance your proposals and structure your proposal to increase your chance of winning

The Definitive Executive Assistant and Managerial Handbook Sue France,2012-11-03 From best selling author and expert Sue France The Definitive Executive Assistant Managerial Handbook is the ultimate guide for anyone who wants to take their career development to the next level Placing special emphasis on personal leadership development as well as practical skills you will learn how to manage a small team climb the career ladder to gain more responsibility negotiate effectively and confidently manage a project It will teach you how to recruit and induct staff make decisions fairly and consistently build a productive team and environment and get noticed at work For ambitious Assistants who want to continually improve their

skills The Definitive Executive Managerial Handbook is an indispensable guide helping you to maintain your professional image and achieve resounding success The I in Life Sara Delpasand,2017-04-25 Choosing a career can be a major turning point in your life This decision has the potential to open the door for success or close the door of opportunity You may find yourself aspiring to a career that follows your family and societies norms and values without developing your own sense of self because you do not have the proper coaching and the right tools to create that clarity The i in Life provides tools and exercises that allow you get to know your ito understand how you can serve your purpose professionally The path you take in life should be influenced by your personal growth and aligned with the talent you were born with By completing the exercises in this book you will be able to create clarity on who you are where you are going and how to get there SHRM-CP, SHRM-SCP, PHR, SPHR Complete Practice Exams Dan Hoffman,2024-02-15 SHRM CP SHRM SCP PHR SPHR Professional Human Resources Certification Complete Practice Exams book contains 2 000 practice questions for the SHRM HR certification exams the SHRM CP and the SHRM SCP certifications as well as for the HRCI certification exams the PHR and the SPHR certifications These challenging practice questions cover the functional areas of both the SHRM and HRCI certification exams and are similar to the actual exam content and level of difficulty Included are in depth explanations for each question to further deepen your study and understanding of the SHRM and HRCI required exam material The practice exams cover all topics of the SHRM CP and the SHRM SCP certification exams with updates such as People Organization Workplace Behavioral Competencies The practice exams cover all topics of the PHR and the SPHR certification exams with updates such as Business Management Workforce Planning and Talent Acquisition Learning and Development Total Rewards Employee Engagement Employee and Labor Relations HR Information Management

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