



General Contracting
Construction Management
Design-Build

April 2, 2010

Re: Recommendation for Joan Burge, Founder and CEO, Office Dynamics

Dear Ms. Roth,

In 2004 Joan Burge was initially recommended to me by another company President who had worked with Joan and highly recommended her. At that time I enlisted her services to work with me and my then new Executive Assistant. She was able to add value to our processes, increase our productivity and show us how to better and (almost) seamlessly work in tandem. This directly resulted in my new Executive Assistant and me becoming a high-performing team. Through Joan's guidance and working closely with us, I increased my productivity by 20%!

As a result, enough interest was generated within our company to insure that next year's full-day session with our senior executives and executive assistants was "standing room only." Joan held post-workshop conference calls with each executive/EA team to insure they were implementing the Action Plans they had written during the workshop.

In 2008, my Executive Assistant's husband took a job located out of state and I hired Chelle Davis as my Executive Assistant partner. Again, Joan returned and worked her magic on our new Team. In fact, Joan has been brought in several times during the past 6 years to work with me and our senior executives and executive assistants. Joan's coaching and training has greatly helped us be more focused, better balanced and more productive. Joan's work led us to creating an internal process and guideline booklet called *Executives and Assistants Working as a Team*. It outlines the 'Forrester way' in which executives and their executive assistants will work ranging from daily meetings to scheduling, e-mails, telephone calls, files, travel, adding value to processes and the relationship. All of our senior executives (and executive assistants) readily acknowledge that Joan has helped us to all become better and more productive teams.

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Because of Joan's broad and deep experience from working on both sides of the desk, she has a true understanding of each party's perspectives and expectations. She is truly engaged and cares about the success of an executive and his or her executive assistant. It is gratifying to work with someone like Joan Burge who is professional, experienced, and successful. I highly recommend Joan Burge.

Sincerely,



David S. Forrester
President

cc: Joan Burge, Founder and CEO, Office Dynamics