



Don't Let Fear Sink Your Career

Webinar with
Joan Burge

Founder and CEO,
Office Dynamics International





In just a little more than two decades, Joan Burge built her company from a little desk in her living room to an international brand. Based on 20 years of experience as an administrative professional and more than 26 years as a trainer, author and coach to executive assistants and their executives, Joan is sharing with you her wisdom and principles. We hope you enjoy this webinar!

6 Ways to Get the Most from This Office Dynamics Webinar

1

Print this handout prior to the webinar start time and keep it in front of you throughout your webinar. Filling it out will help you stay focused and engaged.

2

During the session, write any additional questions you may have that are not covered in the webinar. There will be a Q&A session at the end of the webinar.

3

At the end of the session, highlight the top 3 – 5 learning points that you want to focus on right away.

4

Watch the replay of this webinar for reinforcement. There may have been ideas mentioned that you didn't hear due to work disruptions or watching the chat.

5

If appropriate, discuss ideas with your manager.

6

Keep this handout nearby so you can refer to it often. In fact, you might want to create a binder with webinar notes or handouts as a reference book.

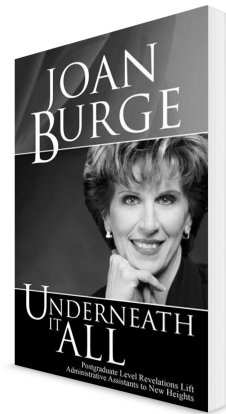
Fear is a Funny Thing

- Some fears are r_____ and even h_____.
- But other fears are nothing more than i_____, closing us off to rewarding experiences that challenge us and push us toward our dreams.
- Left to fester, fear can be p_____.
- It can h_____ your personal and professional growth in dramatic ways.
- But, on the other side of fear, m_____ things start to happen.
 - Every time you confront fear, and meet it with courage, you become a s_____ person.

Don't let fear be the captain of your ship! Learn how to spot it and courageously navigate through it so you can move full-steam ahead at work and in life.

Courage in the Workplace

COURAGE METER from *Underneath It All* by Joan Burge



Activity: Objectively rate yourself on courageousness. Then determine which areas you need to improve upon.

SCORING: Rate yourself on a scale of 1 – 5, with 5 being TOPS and 1 being NEEDS IMPROVEMENT.

Be a Professional Agent for Your Company

You are an ambassador or agent for your company. You interact and communicate with internal and external customers, community leaders and vendors. You represent not only yourself; you represent the people you support. When you are a true professional, you gain the respect of those with whom you interact. You're taken seriously and inspire others.

Q: *How am I doing as a company agent/ambassador?* _____

Having the Courage to Be the Best

It takes courage and stamina to wake each morning and say, "I will make the most of every minute!" Bolster your courage to live more fully and enjoy greater success in all your endeavors. As you become the best you can be, people around you will be encouraged to be their best.

Q: *I know I have courage and stamina but do others know it too? How am I doing?* _____

Live Honestly

I'm not talking about following the rules and regulations—that is a given. I mean to strive at all times to be true to your authentic self. If you live what you believe—and consciously use your words and deeds to reflect those beliefs (not always easy, mind you) – you'll own your life and the way you live it.

Q: *Does the real me come shining through most of the time?* _____

Embrace Change

Change is the only constant in life, why ignore it, sidestep or fight it? Instead, view it as an opportunity. Choose to become a part of the action, rather than the human equivalent of a wreckage tossed hither and yon without exerting any will.

Q: *Do I really embrace change?* _____

Keep an Open Mind

Human beings cannot know everything, no matter how hard they try. We must be endlessly inquisitive and change our minds when necessary. No one said it's easy but the benefits far outweigh the negatives—namely, apathy and stagnation.

Q: *Do I approach new information with an open mind?* _____

Be Adventurous

Today is a new day, no matter how similar it may seem to yesterday, tomorrow, next week or month. Sculpt today as you would sculpt a piece of clay. What would make this day outstanding? Be willing to step out of your comfort zones and make a difference.

Q: *Am I sufficiently adventurous?* _____

ACTION PLAN: List 3 ways you can display courage at work over the next week.

1. _____
2. _____
3. _____

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Articles

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- Office Dynamics web site [OfficeDynamics.com/articles/](https://officedynamics.com/articles/)
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Monthly Webinars

Office Dynamics webinars provide convenient, cost-effective professional development for the modern administrative professional. Relax in the comfort of your home or office while learning directly from Joan Burge, founder and CEO of Office Dynamics. Our webinars address the most pressing issues facing administrative assistants and their executives, resulting in enhanced workplace performance and true administrative excellence. [OfficeDynamics.com/webinars/](https://officedynamics.com/webinars/)

Facebook Live

This is a great place to learn. You can catch Joan Burge live and dialogue with her on the spot or watch the replay. Jasmine Freeman regularly appears with Joan to provide her perspective.

Also check out Office Dynamics books, online learning, e-guides, *Annual Conference for Administrative Excellence*, *Learning at Sea* course, conference on demand, and *World Class Assistant* Certification/Designation course. [OfficeDynamics.com](https://officedynamics.com)