Name	Message
Angela Parker	Greetings from Germany.
Patti	Hello from WI
Michelle	Greetings from Charleston, SC
Marilyn	Greetings from Tulsa, OK
Debra Buscemi	Debra from Newport Beach, CA Good Morning!
Valerie Edmondson	Hello from Maryland
Estelle Lyons	hello fron tennessee
Chanese Evans	Hello From Phoenix
Karen Swoopes	Hello from sunny Nashville!
Shelia	Hello from San Ramon
Carol	Washington, DC
Pam	Hello from Houston, TX
bl	Syracuse, NY
Barbara Corley	Greetings from Ohio!!!!!
Sharon	Howdy from Texas!
Linda	Hi from Tampa
Melissa	Hello from NYC
Robin	Hello from Zeeland, MI
Terri	Dallas, Texas
Carla	Greetings from Washington State!
Madeleine	Hi All from Halifax Nova Scotia Canada!!
Kimberly	Hello from KC, KS
Julie	Hello from Madison WI Hello from O H I O
Sheila Brewer	
LAUREN	Hello From houston
Nancy Eyles	Hello from Pittsburgh, PA Hello from Houston
Cyn Suzy	Hello from raining WI
Cindy	hello from Orlando
Janice	Janice Howard, Richton MS
Margie	S Lancaster, MA
Sheila Miranda	Hello from UK.
Kathie	Salutations from East Pittsburgh PA
Mona	Hi from Portalnd Oregon
Carrie	Hi from Asheville, NC! :)
Bong Van Oosbree	Hello from Des Moines, IA!!!
Heather	Hey Ya'll from Oak Ridge, TN
Keli	Hello from NC
Grace	Bonjour from Montreal
Jene	Hello from TN
Azile	Greetings from Charleston, SC
Linda	Hello from Washington, DC

Felicia	Greetings from the Bay Area (CA, USA)
emily williams	Hello from NYC
Jomarie	Hello from Mass
Theresa	Hello from Michigan
Robin Doll	Hi from Washington DC
Katrina Barry	Hi from the British Virgin Islands
Ellen	Hi from Charlotte, NC
Robin	Hello from Kansas City, MO
Zekia	Hello from Augusta, GA
donna	Hello from Idaho!
Susan	Hello, from beautiful Salt Lake City, UT
Maria	greetings from nyc
Cyndi	Hello from SC
Julie	Hello from Calgary AB Canada
Aimee	Aimee from Baltimore, MD
Diana	Penn Yan, NY
Maryjane	Hi from Kansas City
Kellie	Helloe from Emmitsburg, MD
Norma	Norma Maddox Salisbury, MD
Sue	Hello from Ottawa Canada!
heidi	Howdy from San Jose, ca
Angelece	Hello from Charlotte
Peggy	Hello from Ohio State University
Jody	Hello from Boca Raton
Natalie	Hello, from Evansville, IN!
balbina	hello from tampa!!!
Nancy	Hello from Seattle
Becke	Hello from beautiful Sat Lake City,, UT!
Tasi	Austin, Texas - hello!!!
cathy	Hello from sunny Fort Wayne, IN
Myra	Aloha from Hawai'i!
Tashea	Hi from Baltimore, Maryland
Amber	Hello from Madison, WI
Lori	Hello from Colorado Springs!!
Karen Zipp	Hello from Louisville, KY
Carolyn	Hello from Stettler, AB Canada
Patricia	Hello from IL
Shannon	Hello from Minneapolis
Cheryl	Hello from Vallejo, CA
Sharon Lasch	Hello from Sharon
Paulene	Paulene from Intermountain Healthcare in Provo Utah
Celia	Hi from Atlanta
Angie	Hello from Louisville, KY
Elizabeth Metesh	Hello from Grand Rapids MI!!
Dena	Hi there, this is Dena from Pittsburgh
Blake	Hello from Lancaster, Pa!
Lesa	Hello from Chicago

Brenda	hello from las vegas
Del	hello from Minnesota!
Renee	Hi from Grand Rapies, MI!
Jenn Pellin	HI from Charlotte
pat	Good Day from Kansas City, MO
Kattia	Hola
Ali	Hello from Delaware
Willa	Hello from Chattanooga, TN
Kathi	hello from Kathi in Kohler WI
Nicole B.	Hi from San Francisco!
Karen Swoopes	Hi Jasmine and Joan!
Catherine	Hello Catherine from Nationwide!
Chris Lyles	Howdy!
Julie	Hello from San Diego
Karen	hello from Livermore, ca
Billie	Hello from Irvine, CA
Claudia	Hello from Armonk, NY!
Mary Jane	Hello from Stafford, VA
Jenny Finnell	HI from Ohio-State U. Physics dept.
Val	We're here in Idaho!
Tina	Hello from Maryland
Arnetta	Arnetta - Hello from Charlotte, NC
Linda	hello from Columbus OH
Elaine	Hi From Detriot
Robin Billerbeck	Hello from Iowa!
Theresa	Hello from Theresa!
Leah	Hello from Ridgeland, MS!
Dee	HELLO FROM DEE IRVING TEXAS
diane	Happy Wednesday! From Bowie, MD
Denise lvery	Greetings, Denise Ivery from Washington, DC
Kymberly	Hi from Portland, Oregon!
Tracey Snelson	Hello from Utah!
Pamela	Hello from Tacoma, WA
Janice	Hello from Chico, CA
Јоу	Joy, New Hampshire
Kelly Johnson	Omaha, Nebraska!
Antoinette	Hello from Houston Tx
Marsha	Hello from San Franicsco CA
Teri	Hello from Ohio!
Marlena	Hello All From Poughkeepsie New York
Cheryl	Hello from Tampa FL
Kanisha Hall	Hello from Plano, TX
Angela	good morning from Palo Alto, CA
Marion	Hi from Berwick, PA!
Rosene	Hello from Phoenix, AZ
Irene	Hello from Chicago!
Sheri	Hello from Philadelphia!

Gerri Kazmierczak	hello from Omaha, NE
Kathy Caleca	i dont have sound
Angela	Hello from Michigan
Lisa Black	Chapaign, IL
Brenda Becker	Hello Everyone! Brenda, Carbondale, PA
Pat	Good afternoon from Raleigh, NC
Mary Keough	Hi from Arlington, VA
Sandy	Hi to all from Silicon Valley!
Tammy	Hi from West Virginia
Monica Fabian	Hello from Chicago
Kattia	Hola from Costa Rica
Lynne	Hello from Henderson, Nevada!
kathleen	Hi from Warner Bros.
Tammy	Hi from Vancouver, BC
Fiorella Arguedas	Hi from Costa Rica!
Dialis Santos	Hello from Wilmington DELAWARE!!!
Kristie	Hello from Idaho Falls, ID
Carol	Hello from North Dakota
Frances	hello
Jordana	Greetings from the Rose City (Portland) in Oregon!
Kathy Caleca	anyone experiencing sound issues?
Paola	CR :)
Barbara	Hello from Minneapolis, MInnesota :)
julia	Hi everybody from Oslo, Norway
amanda	Hello from Birmingham, AL
Shelly Egan, CAP-OM	Hello from Nova Scotia, Canada
Courtney	Hello from Union, MO!
Angeline	Hello from Baton Rouge, Louisiana
Anne	Hello from Wisconsin
Cheryl	Hello from Harrisonbnurg, VA
Leslie Lynch	Hello from Boston!
Evelyn	Hi from RTP, NC
Betty Ann	Hello from Audubon, PA
Stephanie	Stephanie from Calgary Alberta - hello
Mercy	Tucker, GA
Tammy	Hello from Lancaster, PA
Bernice	Hi from Louisville, KY
Cindy	Hello from Indiana
Joanne Berube	Hello from Orlando, FL
Sue	Hi Everyone. Greetings from Cedar Rapids, IA
Isabel	Hello from Newtown Square, PA
Judi	Hello everyone from rainy Madison, WI
Pamela	Hello from Orlando, FL
Riana	Bonjour from San Jose, CA
Sheila	hello from West Des Moines
Michelle	Hello from New York
Mary	Hi from San Antonio TX

Rachel	Hello from Gaithersburg, MD
Kim	hello from Lake Fores, CA
Georgann Wenisch CAP-OM	Greetings from Minneapolis, MN
Rhonda	Hello from Des Moines, IA
Lydia	Hello from Burbank, CA
Victoria	hello from IOWA. Go Hawkeyes!
Linda	Hello from Ottawa Canada
Rama	Hello from Hillsboro, Oregon
Jade	Hello! The Ohio State University - Columbus, Ohio
Karen	Admins at DNREC Div of Water, Dover, DE
Michelle	Hello from Calgary, AB
Carmen	hello, Carmen from Armonk
Veronica	Hello from Baltimore, MD
Cathryn	Beautiful day in Cincinnati!
Paula	hello from Disney World!
Judith	Good Morning from Pueblo, CO
Di	Greetings from New York!
Denice	Hello from Dayton, OH!!!!! GO BUCKEYES!!!!!
Alice	Alice
	Hello from the Store Support Center at Home Depot in the Great
Penny	Pacific Northwest - Tukwila to be exact!
Lorraine	Hello from Canada
Kat	Greetings from Gibson City, IL
Parminder	Hi from Hyd, India
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
Karen	Hello from Saskatoon, Canada
Maria Florencia Borgognoni	Hello from Buenos Aires, Argentina
LuAnn	Hello from LuAnn in Salt Lake City, UT
Heather Wise	Howdy from Dallas.
Cathryn	GO BLUE!!
Anne	Hello from Charlene & Anne from MD
Marcella Hatch	Hello from Chicago
Penny	Hello from Wichita!
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
Elaina	Hello from St. Louis, MO
Shawn	Sorry I'm late! From Athens
Patty	hi from Lincoln Nebraska
Lorinda	Good Morning from Salem, Oregon
Debra	Hello from Buffalo NY
Gege	Gege from New Hampshire
Diana L Gavin	Diana Gavin From Waukesha, WI
Nora	Hello from Cosra Rica!
IYNN	Hello from Omaha
Amy	Hello form Amy, NY
Fatima	Hello from Toronto, Ontario Canada

Sharon Lasch	Sharon From Georgia
Mahinar Administrator	
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
Tracy	Hello from San Ramon, California liz here from Durham NC
elizabeth.mcdougald @duke.edu	
Del	I never get my certificates! :(
Erica	Raleigh, NC
Dee	Hello from Minneapolis
Tashea	Hello from Baltimore
loraine gallagher	Hello from Seattle, WA
Sheri	Hi from Salt Lake City
La' Shawn Sandifer	Greetings from Chicago!
Glenda	Hello from North Carola
Nancy Holdefer	Hello from West Des Moines, Iowa!
Olga	San Jose, CA
Jessica	Hello from Omaha, NE!
Kris	Hello from Lincoln Nebraska
Marge	Hello from Cheyenne Wyoming
Lola	HI from Boise!
Carrie	Hello from Dallas, Texas
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
Michelle	hi from Irvine
Kristie	Hello from Chicago
Angie	Hello from Scottsdale
Lynnette	Hello from Portland OR
jennifer	Hi from San Francisco
Cheryl	Hello, Cheryl Heppler
Deborah	Greetings from Orlando, FL
Amy	Hello from Richmond, VA
Kari	Hello from Cupertino, California!
Myra Carpenter	Hello from Louisville.
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
patrici	Hello from West Palm Beach, FL
Amy	Columbus Ohio hereGo Bucks!
Joni	HOWDY!
Julie	Hello from Florence, Oregon
Kathleen	Hello from Sunny Florida
Susan	Hello from Kalamazoo!
Tamye	Sparkles from NEW HAVEN CT
Katie	Warm wishes from Wisconsin!
Cordia	Cordia from Berkeley, CA
Hope Pence	Hello from Louisville, KY
Diane	Greetings from St. Petersburg, FL
Lindsay Eddy	Hello from Girls Inc.'s National office in Indianapolis, Indiana!

	Hello & welcome! Here is that handout link again:
Jasmine Freeman	https://officedynamics.com/download/10143/
Cherylann	Greetings from Danville, PA!!! hello from St. Louis MO
Monica	
Myra Carpenter	Something is playing at the same time as Joan.
Johanna	Hello from Nikiski, Alasla
Angela	Hello From Angela in Evansville, In.
Jasmine Freeman	We are glad you are here with us today. Thanks for tuning in!
Sally	Hello from the Toledo Zoo
	Whew! Running Late media event for new hospital facility. Dee
	Blondo, Executive Assistant, District Clerk, Modoc Medical Center,
Dee	Alturas, CA
	Love these FREE webinars, Thank you for offering them to all of us
Rhonda	Admins!
Cindy Dale	Just got in!
Shandra	Hello
Sandy	Can't wait to see you October 10!
B.Min.	Hello from Jax, FL
kathya	Greetings from Costa Rica :)
Kristy	Hello from the Silicon Valley!!
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
Debbie	HI from KENTUCKY!
Zekia	Really appreciate the free webinars!
Karen	Hello from Saginaw, Michigan
	Hey there!! They were working on my laptop!! UGH! Hi Joan and
Michelle P.	Jasmine from Cbus!!
Mary Kaye	Hi
Sheila	Sheila - Oregon
Sherry	Good Afternoon All
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
Millie	Hello from SC
Cherylann	Greeting from Danville, PA!!!
	Hello form Ral;eigh, NC. Thank you so much for these free
Carab	webinars.
Sarah	
	Welcome!! Joan is just now starting the content. We are glad you
Jasmine Freeman	are here with us today.
Donna	Good afternoon
	I have reconnected twice. There is something playing in the
Myra Carpenter	background about gmc trucks. I cannot hear Joan over it.
Teri	How do I get the handout?
Michelle	Hello from Wisconsin
	It's our pleasure to offer these free monthly webinars and
Jasmine Freeman	appreciate you joining us. Thank you!

Shellia Adams	Good Afternoon from Mason, Ohio
Portia Phillips	Hello - Humana/Cincinnati
Shandra	Greetings from Carrollton, GA
Doreen	Doreen from New York!!
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
	Strange - we have no videos associated with the webinar not
Jasmine Freeman	sure where that vidoeo is playing from.
penny sailer	Greetings from Cedar Rapids, Iowa
charlotte	Hello from Blue Montains Canada
anita	Hello - from St. Louis, MO
betty.ross@anthem.com	Betty from Wallingford, CT
	Hello again from Sunny Florida thank for you for these great and
Kathleen	informative webinars
Leatrice	Hello from Northern California
Cindy Dale	From Lexington Park, Md
Dianne	Dianne from Memphis Tennessee
wendy	hello from yakima
Kathleene	2nd bullet point?
Daphne	brownie points if you spell paralyzing correctly, LOL!
Sherrie	Hello from Atlanta
Cassandra	Cassandra From Houston
Cindy Dale	fear of failure
Angela	what are the first two blanks (first bullet point)
6	
Susan	missed the first bullet point due to connection. r = real? h = ? Can someone list the first three blanks' answers? I missed them
Manuana Dalan	
Maryann Rolon Heather	running to the printer. Hello from Richmond, VA! Awesome, just racked up some brownie points.
	1 rational and helpful
Patty	this is the first opportunity I've had in several months to join one
Sheila	of Joan's webinars - soo miss them!!
Angela	2nd bullet point - Illusions
Cheryl	rational and helpful
Kathleene	#1 rational and helpful
Elaina	what were #1 bullet point answers?
Jordana	rational and helpful
Cindy Dale	Mariann, Rational and Hellpfel
Darcy	Hello from the Heartland.
Cindy Dale	helpful
Jordana	then illusions
Cassandra	Hello from Mount Dora, FL
Judy	Judy
Susan	Thanks, Jordana!
Jasmine Freeman	ANSWERS: Some fears are RATIONAL and even HELPFUL.
Jordana	then paralyzing
Maryann Rolon	Thanks all! :-)

Victoria	rational helpful, illusion, paralyzing
Angel	If only I could eat my brownie points
Elaina	Thank you!
Jene	I was able to reconnect ok - thanks
Frances	Hello from Odessa , Texas
	ANSWER (2ND BULLET): But other fears are nothing more than
Jasmine Freeman	ILLUSION
Judy	Hello from EMI, Emmitsburg, MD
	I am recently new to working remotely with my VP - it's a new
	venture for us both being in different states -what best practices
	do you have and/or suggest to ease her anxiety about this as well
Tayelor	as mine to stay on top of keeping her organized seemlessly
Sabina Pryor	Hi from Chicago
Rhoda Drummond	Link to handout??? Joined late
Adrea J Gordonb	Hello from Peoria, Illinois
Jasmine Freeman	ANSWER (3RD BULLET): Left to fester, fear can be PARALYZING
Webinar Administator	HANDOUT:Â https://officedynamics.com/download/10143/
cathy	Agree, thanks Joan
Jasmine Freeman	https://officedynamics.com/download/10143/
Kristy	Hello from Detroit, MI
cathy	Hi sorry I'm late from Marshfield, WI
Agota	it can?
	ANSWER (4TH BULLET): It can HAMPER your personal and
Jasmine Freeman	professional growth in dramatic ways.
Cyn	What is the 3rd blank starting with "i"?
Jasmine Freeman	hamper (answer)
Jasmine Freeman	illusion
Sue	illusion
	Toastmasters can help you overcome fear of public speaking.
Michelle	www.toastmasters.org
	Tayelor, have you considered using SkypeB for communicating
Sheila Brewer	with your boss, to help things flow "seamlessly"?
	ANSWER (5TH BULLET): But, on the other side of fear, MAGICAL
Jasmine Freeman	things start to happen.
Jasmine Freeman	Great suggestion.
Jasmine Freeman	Thanks for sharing!
Peggy	Peggy from The Ohio State University
Janet Ross	hi from Ann Arbor
Adrea J Gordonb	Greetings from Peoria, IL

	I just turned 60 years old. I have vast and varied experience in
	several modalities. I'm currently the Executive Asst to the CEO of a
	small critical access hospital in northeast California. I'm so tired of
	always being passed over for lesser qualified people because I do
Dee	not have a degreeTo follow
Beatrice	You look niceRed is powerful
Patti	I'm not creative, but I CAN be. :)
Teresa	Hi from Cincinnati
Sheila	sorry - what is the 2nd part of bullet #1?
Patti	ooh yes!! I love that feeling!
Lisa	Sorry I am late
Tammy	Hello from Cincinnati
	Dee, I'm sorry that you're experiencing being overlooked. I know
Joan	that I've been overlooked for some things as well.
	Even though my heart is pounding when I attempt to conquer my
	fear, I would rather go through a little discomfort than regret it
Joni	later for not doing it.
	At this stage of my life (I will not retire until 70) it just does not
	seem to be worth pursuing a degree. I have so much
	management/assistance experience. Other just accepting my lot, is
Dee	the degree really worth pursuring?
SHEILA	Dee, I am right there with you! I have had the same experience
Rhonda	helpful - 2nd part of bullet 1
Cynthia Young	Yes a fear I need to overcme
Cheryl	Sorry what was #5? I missed it.
Val	Thanks Rhonda for the answer
Val	#5 - magical
Sheila	thanks Rhonda!!
	My fear is interviewing for the next level. I tend to not do too well
Tawanika	on those.
	My boss and I just started meeting at least once a week and WOW
	have things been better. I was afraid to ask him for time that is so
	limited. He broached the subject and we are making some real
Judith	headway.
	we just got Skype for Business and everyone loves it; my executive
Gail	is also located in another state
	Dee, I am 52 and I have to work for another 14 years and I will not
	Dee, I am 52 and I have to work for another 14 years and I will not pursue a degree at this stage of the game either. We have other
Angela Parker	
	pursue a degree at this stage of the game either. We have other
Angela Parker	pursue a degree at this stage of the game either. We have other things to offer than academics.
Angela Parker Debi	pursue a degree at this stage of the game either. We have other things to offer than academics. I'm fearful of making a mistake

	Angela - I agree with you. To me, it's not worth the time away
	from my family, or the money it will cost to get a degree at my age
	but we definately can take classes as a one-off, and attend
Paula	seminars and conferences to educate ourselves further.
	I am going to have to supervise somone who has been a supervisor
Cheryl	and in this place for a long time. She's not real happy about this.
Cheryi	and in this place for a long time. She shot real happy about this.
	My executives wife is about to have a baby in November. I have
	only worked here for 3 months and i'm worried about being on my
Courtney	own while he is out Do you have any suggestions?
Courtiley	
Corlo	Skype for Business is awesome. I support people all over the globe.
Carla	It's the best way to connect.
Becke	Why am I not getting the surveys prior to the webinar?
	I worry about not being good enough a LOT! I don't want to
Judith	hinder my boss by my limitations.
Judi	Rational
	I just went through a scenario similar to the first one-I found I am
	dealing with it and overcoming my fears by being flexible and
Sandy	changing with the situation
	Myra, did you make sure all your other windows were not playing
Tanya	any commercials or anything ?
	is anyone else experience that spin? the webinar just stopped, but
Susan	there's that spinning in the middle.
	Dee, I'm within nine years to hopefully retirement, so I'm not
	thinking of pursuing a higher degree than what I have (and
	Associate's Degree). But I am trying to keep up with everything
Joan	technical because it changes so fast and I know I need it.
Nancy Holebrook	where are we
	I wish I could come out there, to Las Vegas, but the government
	does not have any money for me to travel. I cannot pay for it
Diana L Gavin	myself.
	Dee I agree with you. Your work experience alone should be a
Sharon	qualify for a new opportunity.
Sharon	
	I checked into our Community College and they have an
Judith	Administrative Assistant programI really want to begin but
	Courtney, I suggest you talk to your executive about what he
Myrna	
Myrna	expects you to do while he is out. Take good notes.
Tori	I'm being downsized now, and new fear is interviewing, I haven't
Teri	done that in years!
	If you are auto registered you won't see them as they live on the
Jasmine Freeman	post registration page.

	Older Superintendant has retired and new Superintendant is in
	place. I appreciate that he makes time every morning to ask what
	is going on for the day. This gives an opportunity to ask questions
	or confirm requests made previously. This makes for a greater
Carolyn	working relationship.
Paula	Yup!
	rational, helpful, illusion- first three balnks
LAUREN	
Le currie e Fre curre a	Do you have peer or friend you could practice or mock interview
Jasmine Freeman	with?
Tayelor	Thanks TAMMY! what is bullet #2
Myra Carpenter	My audio problem is solved. Thank you, Tanya
Cindy Dale	Old is huge!
Allison	Hello from North Carolina
Rhonda –	Judith, start the program, there is always a way!
Tammy	illusion
Nancy Holebrook	what's the 2nd part of bullet 5
Sandy	Hi. Have been trying to connect. Not seeing anything.
Tammy	Sorry I missed that one Tayelor
	ANSWER (LAST BULLET): Every time you confront fear, and meet it
Jasmine Freeman	with courage, you become a STRONGER person.
Tayelor	YAy thanks again - North Carolina
	ANSWER (LAST BULLET): Every time you confront fear, and meet it
Jasmine Freeman	with courage, you become a STRONGER person.
	I feel like in order to go with my current exec to new position
	(which is inevitable), I need to be liked by him more so than am
Joyce	now. It just hasn't "clicked" relationally. Any ideas to help?
	My fear is personal and professional. I am afraid to leave the SF
	bay area. It is overcrowded with people and lack of affordable
	housing. I want to move to a state with lower cost of living but
Marilyn	20% less pay. Also afraid of doing it alone!
	You have to seize opportunities not wait for them to be given to
Angela Parker	you.
	Fear of changing careerswant to break into admin field, but have
Robin	been out of it for 20 yrs. Can I really still do it?
	thank you for releasing the answers to the survey. It si so helpful
SHEILA	to know I am not the only one who feels like this
Myrna	Nancy, second bullet on 5 is stronger
Melissa	Jasmine, Are you on LinkedIn?
Sheila	Fear - not enough time in the day to accomplish everything
Jasmine Freeman	Yes, you can!

	I agree Angela. I have been an Admin Assistant for 20 years and I
	was a business owner for 8 years. I have to rely on my experience and strengths in certain areas to launch my next career move. I try
	and meet people outside of my organization, more exposure for
Sharon	me
	Sandy, If you are having issues, try the reconnect button at the
Webinar Administator	bottom of the page. Chrome and Firefox are recommended.
	Judith - I am 56 and new to my company also. I am definitely going
	back to school to get my Asso degree and then on to get my
Shellia Adams	Bachelors. I am 56 Years Young! Never too old to learn!!
	Courtney, my boss travels a lot and we keep in touch via email,
1	faxes and texting. It has helped him stay in the office without
Judith Tori	being here.
Teri	Jasmine, I'm going to try that, thanks! Yes, I'm on LinkedIn. Public
Jasmine Freeman	Profilehttps://www.linkedin.com/in/jasminemaefreeman
	Fromentips.//www.inikedin.com/in/jasininemaeneeman
Maria	Thank you!! I can identify very well with all those fears. Maria
	My fear is everyday the rules of the game change. Each and every
cathy	day, the procedures and processes I did the day before change.
Lisa	Me, too!
	Sheila, you're an inspiration to me, going back to school. Way to
Myrna	go!
	My executive treats me as a trusted advisor, which is great! How
	do I keep him on track with necessary topics and pertinent items
	of discussion during our 1:1 meetings instead of going into the
	weeds? His availability is a rare and I need to make the most of the
Natalie	time I get with him
Ellen van Dinther	Hello from Sarnia, ON
Harveen	HARVEEN from Mumbai, India
Angola Darkor	Natalie, schedule fixed meeings and bring the items on your mind to the meetings.
Angela Parker Andrea	Hi from Calgary, Alberta
Diana L Gavin	I am 56 years old, I can retire in a few years.
Margie	What is the answer to the 1st bullet - second blank space?
	Natalie, I suggest that you let your supervisor know you do not
	want to take up too much of his time. When he starts to go off
	topic, maybe say, ""I don't want to take up to much of your time,
Myrna	so can you tell me more about" and remind him of the topic.
, Nancy Holebrook	2nd part of bullet 2 is HURT
Cindy Dale	fear of looking stupid
Susan	afraid of being judged
Tawanika	Certificate?

Jasmine Freeman	It's actually helpful.
Rhonda	Margie - Helpful
	My boss says that as an EA, you won't fit in because you have to
Katie	tell people "no". What do you think?
	Judith, he plans to stay in touch with me but I feel guilty if i'm
	constantly emailing and texting him when he is trying to be with
	his family during this time. But like I said I am still pretty new and I
Courtney	am still learning the ropes, If I don't ask I may mess something up.
Jasmine Freeman	It's actually meant to be helpful.
Tawanika	Selling myself for the interview is my fear.
	what advice would you provide, for someone who just started in
	to a new position, non related with the last one. How can this
Eve	person rock at tthis new challenge?
Webinar Administator	Certificate of completion will be emailed after the webinar.
Patty	fear of not being what others think I should be or act
Loreen	being laughed at
	Natalie, I find listing items I want to discuss invaluable. I never go
Jody	to see my boss without something to write on and with. δ Ÿ [~] €
	I have been an assist. for 20 years supporting VP. I just got a
	promotion to assit a SVP in a very high demanding environment-
Melissa	big jump for me. How should I approach this huge fear?
	@Natalie I keep a running list of items I need to discuss with my
Barbara	execs, then when we connect we shoot right thru them all
Karen	I am interested in the same question as Natalie wrote.
	I would add for Natailie to also prioritize your listing before the 1:1
Jasmine Freeman	meetings so you get to the most important first.
	Eve, i have done it before many times. Just keep your eyes nd ears
	open and go with the flow. You may not get it right everytime but
Angela Parker	you will be praised for the effort.
	Melissa, they promoted you because they saw how you handled
Rhonda	your other position they have faith that you can handle this too!
Jasmine Freeman	Thank you.
	How to keep my executive on topicreal her in without being
Karen	disrespectful.
	I am so afraid of public speaking. I cannot talk, my voice starts to
	shake and I don't know what to do about it. It is so embarrassing!
	It doesn't matter how many people I know in the room, if there
Kellie	are more than a dozen my voice doesn't work. Any suggestions?
Neme	are more than a dozen my voice doesn't work. Any suggestions!

	Yes, they will be emailed by Friday after verification of all
Jasmine Freeman	attendees.
Myrna	Kellie, I can relate!
Naina Desai	I am 58 years oks and still have a great thirst to learn but so many careers ask for experience - how can you get this if no one will give a chsnce to get started??? I am also a teacher of English to adults and would love to do this but only have 6 months experience of
Naina Desai	private lessons -
Mary	Kellie, I have that same problemfeels like I am going to cry
Nancy	Kellie, Breathe! And pause between thoughts.
	I always have a subject or list of discussion items. Sometimes, I think he'd prefer our time be more of a sounding board for areas he's needing assistance/guidance on. I suppose I need to overcome my fear of reminding him how valuable his (and my
Natalie	time) are Thank you!
Pam	I'm the same way Kellie.
Angela Parker	Kellie, someone mentioned Toastmasters. Join a chapter and they will help you overcome your fear and hone your skills.
	Kellie, try Toastmasters. It's a friendly and supportive
Michelle	environment to practice public speaking
	I had a brain freeze during an important interview, kept my composure and apologized, got back on track, but then was told that was one of the reasons I didn't get the job. Maybe it was a
Paula	blessing in disguise!
Katie	My boss says that EA's often tell people "no" so others will not like you. What are your thoughts?
Patty	i work customer service and can not please anyone, no matter what i do, but has been brought up that i am not customer friendly my job is on the line - how do i overcome this fear of not being good enough or doing enough
Sheila	NO? Is that in our vocabulary? I call it re-prioritizing or delegating
Katie	My boss says that EA's aren't included as being a part of the team we work with due having to tell others "no". I'm very respectful & provide options. What are your thoughts?
Eve	Thank you Angela
	Katie, i tell people "no" occasionally. I am not in my position to win popularity contests . I am there to assist my execs to run the
Angela Parker	company.

Carolyn	Mary and Kellie, I identify with you both - often have a breakdown when speaking in front of a group. I think the key to success is to force myself to do it more often because it is rewarding to share and feel I've made a contribution.
Jasmine Freeman	Interesting question, Katie. Can share more to help me understand the question?
Joan	Kellie. I had this problem very early in my career. But what I did was volunteered at my church and taught religious ed to little ones. They didn't mind if I messed up. I got confidence and took a public speaking class at my local community college. And I just kept doing it. Now it's not a problem.
Kallia	Lwill look for a nearby Teastmasters. Thanks for the commental
Kellie Pam	I will look for a nearby Toastmasters. Thanks for the comments! Good advice Joan. Thanks.
	Not true Katie. PAs only say no when they absolutely have to and
Naina Desai	cannot meet a deadline
Jody	Natalie, don't underestimate the value of being that sounding board. You may need to limit the other items to 2 or 3 and touch base more frequently.
	I don't know if this will help anyone. I recently was informed there will be layoffs at our company. I freaked OUT. I have been here over 7 years and let fear take overThen I took a walkThree months later, I'm still here and from all this walking? I have lost 27 pounds! STAY STRONG!
Tammy Teer Dialis Santos	What's the answer for the second part of bullet point #5?
Diana L Gavin	I was in toastmaster's once. Maybe back then it helped me. I am not sure about now.
Courtney	I am straight out of highschool and got an amazing opportunity to begin working for a fast growing company. But now that I work full time here only being 18 I don't know how I am going to go to college (very important to me)
Linda	yay Tammy
Dee	My CEO often leaves me out of the loop on important things going on in the facility even though we have a weekly 1:1 meeting every week. My fear is that he things I;'m not relevant. I've tried many approaches and feel he's weary of my suggestions.
Vathoring	One of the best ways I discovered to overcome fear of public speaking is doing it in front of other admins. Knowing that they have the same fears and were rooting for my success was helpful. And you have to do it more than once! You have to volunteer and
Katherine	step forward. And, of course, be prepared.

	Thank you Carolyn & Joan. As a matter of fact Joan I have joined in
Mary	the preschool age kids at church. They're wonderful!
	Courtney, what about going to college online? Is that an option?
Kellie	That way you can still work and go to school.
Tayelor	that's ok Tammy :)
	Every time you confront fear, and meet it with courage, you
Dialis Santos	become a sperson.
	Thanks, Jody! So often, I believe people outside of this profession
	don't understand how we really are trusted advisors to our
	executives. It's an awesome thing, but it does CHALLENGE me to
Natalie	keep things on task, especially when deadlines are looming.
	@Courtney - I know many who work full time and attend college.
	They take night and weekend courses. Takes longer, but stick with
Carla	it until degree eraned.
Jasmine Freeman	stronger
	I was afraid to ask for time. I didn't want to bother my boss, but I
	was not able to offer the support he needed. I really doubted who
	I was. I was excited and relieved when HE broached a weekly
	meeting. That has helped a lot in relieving some tension and some
Judith	of my fear.
	Naina, what are your transferable skills? What skills have you
	developed that you can use in your career? "Only" 6 months
	experience teaching is 6 months more than most of us have! One-
Robin	on-one lessons are just as real in scope as teaching a whole class.
Theresa	Fear of failing the PACE exam
	Here's a quote I've always liked from good ol' Nelson Mandela:
kathya	"May your choices reflect your hopes, not your fears."
	Judith - GO FOR IT!!! I just started a Power Point class & I'm sooo
Katie	glad I did!
	I believe in working together to accomplish the goal. You get more
Peggy	results with honey than you do with vinegar.
Rhonda	Dialis - stronger
	Courtney, I have been working since I was a junior in high school. I
	got a paid scholarship for an associate's degree and I did it while
	working. But I wanted to go and get more education and a
	Bachelor's but I got a job and started earning money and being
Joan	able to buy things, and then I just didn't
	Judith - GO FOR IT!!! I just started a class at the Tech & am sooo
Katie	glad I did!

	my biggest challenge is when I an questioned on certain things I
	aways get super defensive because I worry or am afraid that they
SHEILA	do not trust me or my opinion or judgement.
	Sharon - In the past 3 months,, one inhouse, I have been
	overlooked, with the reason being no degree. Even though both
	people selected had NO supervisory or management experience.
Dee	They are both young and at the bottom of the wage scale.
Dialis Santos	?
	Hey Marilyn from SF - Come to North Carolina. I just moved her by
Tayelor	myself and I love it!! It is so empowering.
	pursue any more education. I do regret it. So, if you want to go to
Joan	college, do it! Don't be afraid.
	My fear: I'm looking at starting a freelance proofreading business,
	and I'm worried that I won't find clients who will want to pay for
Julie	this, and it will all be a big waste of money.
Agota	page 2 the wtie bullet part missing word?
	I have many options I suppose, But I'm afraid to become stressed
	out and unhappy. I almost wonder if I should have taken this
	position before having ever thought about what I wanted to do
	with my life. But now I am stuck because there is no way I could
Courtney	get another job at this rate and I have bills.
	I was answering your fill in the blank question. The answer was
Jasmine Freeman	stronger.
	What is the answer for the blank that readsyou become a
Terri	sxxxxx person?
Myrna	Terri, stronger
Marilyn	Hi Tayelor! What city?
Jasmine Freeman	You become a STRONGER person.
Rhonda	Dialis - The blank on part 2 of bullet 5 is stronger
Jasmine Freeman	"stronger"
Nell J	late but on on line.
	courage is about perseverance, not bravery. be courageous
Lois	despite the fear.
	Bullying also impacts on ypur confidence and self esteem and can
Naina Desai	leave you feeling useless
	Natalie, I find the sounding board part of the job to be the most
	rewarding. Because I always listen my boss will let me go first if I
Jody	have a time sensitive item. ðŸ~€
Mary	I want to be a VA but my fear is that no one would use me
Di	courage is working through the fear, isn't it?
Becke	Courage is the ability to face your fears!

	** Coursera.org offers free online courses from top universities I
	haven't checked their offerings lately, but they may have
Angel	something helpful**
Natalie	l agree 100%, Jody!
	Jasmine - my last comment did not post. My previous two or three
Dee	did with no problem. :-)
	I really don't have a fear. Is that bad I wonder? when I find
	something interesting I want to learn all about it and try it. For
	instance when I was 21 I thought it would be interesting to learn
	what an Air Traffic Controller. I convinced them to hire me and
Peggy	they did. A lot of preasure.
Sheila Brewer	Sell the Brand that you represent!
Darcy	Thanks Angel - I will check them out.
	Courtney, maybe take a class at a time? You are young, I was
	young when I started and made really good money. I went to night
	school twice a week. You can get it done, it might take longer. See
	if your company would help you out with educational assistance
Kellie	too.
Katie	:-)
Kenda Esther	Joan - Your orchids are beautiful; they look happy.
	That's very interesting, Peggy! I'm certain you have a great sense
Jasmine Freeman	of adventure as well.
	will a chat transcript be available later? I'm having trouble keeping
Penny	up with the chat comments while listening to Joan
Paula	Joan - you should write those letters!
	Kellie, How do I go about asking my company to help me? I am the
	only Administrative Assistant they have ever had and the only
	reason is because someone important to their company was falling
Courtney	behind on his work and getting swamped (my executive)
Patti	OOOH, that's good.
	Thanks, Kenda. Found them at Home Goods (artificial). Great for
Jasmine Freeman	office decor!
Jasmine Freeman	Great to see you here, Patti.
matrix.	
Felicia	I want to quit but im afraid i will not find another job as an AA
D-++;	@Courtney - it's hard, but I had to step up. I too am the only
Patti	assistant.
Jasmine Freeman	Great suggestions for Courtney. Thanks for sharing.
	Hi Marilyn, I'm in South Durham, poyt to Chanal Hill and Carry L
Tavalar	Hi Marilyn, I'm in South Durham, next to Chapel Hill and Cary. I
Tayelor	love it here, weather, housing, culture happenings, etc.

	Start with your boss. If they perceive you as an asset to the
	company they will assist with your training. You might just get
	assistance for schooling that deals with your job now, but that is
	better than nothing at all. Anything that will help you acheive your
Kellie	goals in the future is worth it!
Joan	Someone else said what my fear isbeing relevant.
	@Courtney - sorry, I had to step up and ask for help and direction.
Dett:	
Patti	Also started taking webinars on my own, reading all i could.
Tayelor	completely agree with that comment Joan
Jen	where is she reading this off of/from?
	Also, if you do plan on going to school you can get some credit
Kellie	back on your tax return.
Melissa	Spelled, Simon Sinek?
Jasmine Freeman	She is on page 4 (have the courage to be the best)
Jasmine Freeman	Yes. I'll share the link following the webinar. It's a long one.
	Katie, every one has to say "no" at times, so - the person who told
Sheila Brewer	you this must not be human.
Melissa	Thanks!
Angela Parker	Very true, Joan Burge.
	Thanks Tayelor, I will check it out :). I was looking into Portland. OR
Marilyn	but I am still doing my research to find the best place for me.
	Joan is on page 4 of the handout, last bolded talking point: Live
Jasmine Freeman	Honestly
Patti	I DID!! I said no.
	Courtney, I have my boss's calendar so I see where he is and what
	is scheduled and, it seems, you don't have that luxury. Ask him if
	he would be willing to set times for contact, or if he is ok with you
Judith	touching base through the day.
Tayelor	Hey Marilyn - Let me know if you want to connect.
	There's been a tendency to treat EA's as temps. They will not
	spend time helping me or working through issues in a respectful
	manner. I've been respectful & provide them what they need, but
	they just won't come around. My boss doesn't seem to want to
Katie	deal w/it. I support the top 3 execs.
Patti	I told him MY reputation was at stake and it wasn't worth it.
	One of my former execs asked me to do something unethical. I
Angela Parker	immerdiately started job hunting.
	You're right, Naina!

	I learned, after nearly two years, that had I asked a few simple
	questions early on, we would have worked much better and I
Judith	would have been more confident in my support.
	I seem to have missed some communication from you; would you
Melissa	please direct me to the location of the handout?
	Joan Go fo it - college is reachable online. I am doing it on my time
Darcy	and seeing my goal within reach feels so good.
	Kellie, try visiting a local Toastmasters' meeting. I plan to do this
	real soon. My fear of public speaking may just be a fear - not
Sheila Brewer	really something I cannot overcome!
Cindy Dale	Just got Windows 10! Talk about change!
	Judith, I also feel guilty because this is supposed to be his
	"vacation" but since he's the only one who knows about the works
Courtney	of his job he has to work during his vacation.
Katie	LOL! THANK YOU, SHEILA!!! :-)
Joan	I find I'm getting tired of change.
	Naina, yes, bullying impacts your self esteem. You have to believe
	in YOURSELF and recognize WHO YOU ARE. Don't let others shake
	that. Hang with people who believe in you. Know that the bully is
Robin	LESS than you, or they would not be bullying.
	Sheila, there is a Toastmasters' near me that I can go to. Just to get
Kellie	the "courage" to!
	Hi, Melissa. It was in the webinar reminder messages. Here is a
	link: it's at the bottom of this page
	https://officedynamics.com/free-webinar-administrative-
Jasmine Freeman	assistants-dont-let-fear-sink-career/
	Tayelor if you give me your email I will touch base if I find myself In
Marilyn	NC!
	@Robin, been dealing with some bullying too. Stress and feeling
Elaina	anxious awful. Thanks for your words!
Jasmine Freeman	Yes, we'll share the chat archive by the end of the week.
	Bullying isn't a reflection on you it's a reflection on the bullier.
LISA	Stay true to you.
	Courtney - If your committed you can go online and earn your
Darcy	degree on your time.
	I experienced that as well. It took a few years of Toastmasters and
Jasmine Freeman	practice in a safe space to help me through it.
	im a bit sad to see so many of you having the same issues as me.
Felicia	but it is comforting to know that its not just me
Tayelor	Marilyn - tayelor.barrett@beaconhealthoptions.com

	Hang in there, Elaina. You are worthwhile. You have more to offer
	than any bully can take away! I know it's stressful, but the stress
Robin	lessens when you don't let them steal WHO YOU ARE. Hugs!
Felicia	SEnding good vibes to all you lovelies
cathy	You are so correct Lisa!!!
,	RIght on, Lisa! I'm so glad that many of us experience many of the
	same things. We are some of the strongest in our organizations.
	Always remember the sparkle you bring to your role. Nobody can
Katie	take that away from you.
	These questions are an amazing way to show the path to moving
Judith	forward! Thanks so much!
	@Robin @Felicia - it's crazy but has gotten better. The division
Elaina	head got wind of it and was not happy.
	I agree. Life's a party it's not who's there, it's what you bring to
LISA	it.
	Everybody: Imagine if Christopher Columbus allowed his fears
Sheila Brewer	(and possible phobias) to keep him from sailing the ocean!
Sheha Brewei	It seems bullies have been a topic in the webinars lately. It does
cathy	need to be addressed!
catily	What do you do when your are asked to retrain certain people
	after you have done it 3-4 times and they have been here over 2
Antoinette	years.
Michelle P.	So EXCITED that I am GOING!!!
Robin	Thumbs up, Elaina! Glad to hear it's getting better!
	Would love to go on this training, but no way will my boss approve
Cheryl	this. I wish I could affort to pay for myself. It sounds wonderful!
Pamela	Yes. send information on new course
railleia	
Marilun	Great thanks Tayelor. I may connect just to pick your mind a bit
Marilyn	about such a scary move :) I can't hear her either
Grace	
	DEAR JOAN BURGE, My executives wife is about to have a baby in
	November. I have only worked here for 3 months and i'm worried
	about being on my own while he is out Do you have any
Courtney	suggestions?
Darcy	niether are we.
Lisa Black	I can't hear Jasmine
Wendy	neither are we! :)
Tawanika	Where is your mic
Rosene	No sounds from Jasmine.
Elizabeth Metesh	I can't hear you either, Jasmine
Sunnie	I can hear Jasmine either.
Carrie	can't hear jasmine either
Jackie	I cannot hear Jasmine either
Tammy	No fear Joan!! :)

Robin Doll	Can not hear Jasmine
Theresa	Cannot hear Jasmine either
Angel	Time for charades!
Paula	wer're not hearing Jasmine either
Kattia	Jasmine we can't hear you
g	can't hear jasmine eiter
Darcy	Jasmine is your mic muted?
amanda	Jasmine, we can't hear you
	I was so scared I was at risk of losing my job because I kept
	messing things up. Like holding on so tightly to do right that it
	crippled me. And, physically too. Back problems began and had a
	hard time walking. Much better now. Thanks for all the positive
Elaina	words! Hugs back :)
	I am recently new to working remotely with my VP - it's a new
	venture for us both being in different states -what best practices
	do you have and/or suggest to ease her anxiety about this as well
Jasmine Freeman	as mine to stay on top of keeping her organized seemlessly
Sheila	are you on mute?
	Joan, Do you recommend Toastmasters to help with your fears of
Karla	public speaking?
Susan	can't hear Jasmine.
	MARILYN - you are quite welcome! I would be excited to hear from
Tayelor	you.
Jordana	I can Joan but not Jasmine
	QA I need courage now to deal with the older employee I am going
	to supervise. I stated it earlier. But I am really stressing about it.
Cheryl	How do I "win" her over?
LISA	No sound from Jasmine here either.
	My executives wife is about to have a baby in November. I have
	only worked here for 3 months and i'm worried about being on my
Jasmine Freeman	own while he is out Do you have any suggestions?
Jennifer	no sound
Tammy	This is a perfect example of not having fear, right?
Melissa	I do not hear Jasmine either
Jene	lip sink
Jennifer	Hi Ladies, no sound on the call.
Susan	I recommend Dale Carnegie course for speaking as well
	I had the same situation of having my boss out for an extended
	medical leave shortly after I first started working at this job. I took
	the opportunity spend a lot of time organizign my office,
	reorganizing all of the files and creating a procedures file, which
	reorganizing an or the mes and creating a procedures me) milen

	My executive treats me as a trusted advisor, which is great! How
	do I keep him on track with necessary topics and pertinent items
	of discussion during our 1:1 meetings instead of going into the
	weeds? His availability is a rare and I need to make the most of the
Jasmine Freeman	time I get with him
Karla	Thank you!
	I agree that Learning at Seal sounds AMAZING but there are not
	many employers that would support it - even if the cost is
	reasonable and training beneficial it's the appearance of a luxury
Daphne	vacation.on the company's dime.
Dapine	
	Suggestions for healing a work relationship with an exec (not my
Grace	boss) who simply doesn't like me, and voices it around everywhere
	what advice would you provide, for someone who just started in
	to a new position, non related with the last one. How can this
Jasmine Freeman	person rock at tthis new challenge?
Cynthia Young	How do you nicely confront a colleague
Cyn	I do I get better with reading and doing details?
	My executives wife is about to have a baby in November. I have
	only worked here for 3 months and i'm worried about being on my
Courtney	own while he is out Do you have any suggestions?
Kattia	What was your strategy to conquer your own fears?
	Oh, Courtney, I empathize with that, believe me! Just test the
	water by asking about set times for interruptions and see what he
Judith	says. Would he have issues withthat?
	How do you be brave to approach your bosses direclty without
Cynthia Young	fear (if they have very high standards?)
	Check out networking socials on meetup.com These group I have
	found useful for future employement and improving self
Pamela	advancement.
	Thank you Joan and Jasmine for another excellent webinar. Sorry
Becke	you are having tech difficulties!
_	
Cyn	QA: How do I get better in reading and doing detailed work?
	Grace i had that issue as well and i decided to be the bigger person
Stephanie	and outlasted him. He retired.
	Advice: JUST jump IN! Reach out to Office dynamics Facebook
a	group. GREAT group of ladies. READ READ READ about things
Patti	related to your industry!
	Voc. Courtnoy I had a cimilar experience. It starts with being your
	Yes, Courtney. I had a similar experience. It starts with being very
lasmino Frooman	curious and being brilliant at the basic administrative skills. I had
Jasmine Freeman	limited access to Joan during that time. Observe, learn all you can.

	I am recently new to working remotely with my VP - it's a new
	venture for us both being in different states -what best practices
	do you have and/or suggest to ease her anxiety about this as well
Tayelor	as mine to stay on top of keeping her organized seemlessly
	When you support a group who doesn't support you back, is
Joanne Berube	perseverance the only way to survive?
	What do you do when your are asked to retrain certain people
	after you have done it 3-4 times and they have been here over 2
Antoinette	years.
	QUESTION: Natalie My executive treats me as a trusted advisor,
	which is great! How do I keep him on track with necessary topics
	and pertinent items of discussion during our 1:1 meetings instead
	of going into the weeds? His availability is a rare and I need to
Jasmine Freeman	make the most of the time I get with him
LISA	Excellent question Joanne.
	how do i become a more assertive communicator with someone
	when I am the middle person and have to check with a third party
Patty	for status of job
cathy	What do you do if no one has your back?
Courtney	THANK YOU JOAN. MUCH HELP.
Patty	great question cathy
	I second Joanne's question RE lacking support from execs we
Katie	support.
	why would an exec want to pay a seasoned assistant over a more
Jennifer	junior
cathy	Thanks Patty :-)
	Thanks for your understanding. Not sure what's happened with my
	sound. It was fine when we started. I appreciate your patience,
Jasmine Freeman	everyone.
Shawn	Sorry, gotta go, Staff Meeting!
	The previous assistant before me left me three large binders with
Jene	step by step job aids for everything I needed to do
Shawn	Thank you for everything!!
	Eve asks: what advice would you provide, for someone who just
	started in to a new position, non related with the last one. How
Jasmine Freeman	can this person rock at this new challenge?
Peggy	I am interested in the sea conference. What is the cost?
Patti	Yes yes!!
	It varies depending on the cabin choice, Peggy. I can share the info
Jasmine Freeman	with you shortly.
	I have ended up just scheduling our "huddles" we've gone from 1
Patti	time a month to 2x a month. It's great!
	Learning At Sea: https://officedynamics.com/training-for-
Webinar Administator	executive-and-administrative-assistants/

	I second Joanne's question regarding 'when you support a group
	who doesn't support you back, is perserverance the only way to
LISA	survive?
	Jasmine, since we can't get to most of the questions, could we
	maybe have you and Joan review and answer a lot of them in a
Michelle P.	future Monday Motivators? Just a thought
	Our business has grown wonderfullly, very quickly, was not
	readyvery fearful of making big mistakes getting
Marge	overwhelmedany thoughts
Elaina	Thank you Joan and Jasmine, have to run!
	About a half year ago, I was handed almost an entire new job title
	that is extremely technical in nature. It added a ton of stress, but
	for the most part rewarding. Unfortunately the new job title did
	NOT come with appropriate compensation. How do I tackle that
Carla	subject with my employer?
	Melissa also asks: I have been an assist. for 20 years supporting
	VP. I just got a promotion to assit a SVP in a very high demanding
	environment- big jump for me. How should I approach this huge
Jasmine Freeman	fear?
LA Martin	Great session - thanks
Cyn	How do I get better with reading and doing detail work?
Frances	Thank you Joan
	I am filling in with my current role, and two other vacant position
	roles. How do I position myself to my boss to get some type of
	compensation such as acting pay, or bonus to my manager. I have
Tawanika	been doing this for about 5 1/2 months.
	Katie, I am going to use my courage and just go "view" the next
	Toastmaster's meeting. I also know someone in the Toastmaster's
Sheila Brewer	
Sheila Brewer Nancy	Toastmaster's meeting. I also know someone in the Toastmaster's
	Toastmaster's meeting. I also know someone in the Toastmaster's Club who will agree to mentor with me.
Nancy	Toastmaster's meeting. I also know someone in the Toastmaster'sClub who will agree to mentor with me.I have to sign offthis has been very helpful!
Nancy	Toastmaster's meeting. I also know someone in the Toastmaster'sClub who will agree to mentor with me.I have to sign offthis has been very helpful!thanik you
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Nancy	Toastmaster's meeting. I also know someone in the Toastmaster's Club who will agree to mentor with me.I have to sign offthis has been very helpful!thanik youMy boss and i walk for a coffee early - first thing in the morning and he always says - what new - what's happening and it is very
Nancy Ginger	Toastmaster's meeting. I also know someone in the Toastmaster's Club who will agree to mentor with me.I have to sign offthis has been very helpful!thanik youMy boss and i walk for a coffee early - first thing in the morning and he always says - what new - what's happening and it is very informal but that is the time we chat - off the record sometimes in
Nancy Ginger	Toastmaster's meeting. I also know someone in the Toastmaster's Club who will agree to mentor with me.I have to sign offthis has been very helpful! thanik youMy boss and i walk for a coffee early - first thing in the morning and he always says - what new - what's happening and it is very
Nancy Ginger Stephanie	Toastmaster's meeting. I also know someone in the Toastmaster's Club who will agree to mentor with me.I have to sign offthis has been very helpful!thanik youMy boss and i walk for a coffee early - first thing in the morning and he always says - what new - what's happening and it is very informal but that is the time we chat - off the record sometimes in confidence.That is unfortunate and very unprofessional of that person. I agree
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	Thank you Joan and Jasmine. Look forward to watching the parts I
Jackie	missed on the replay.
Jackie	
	We will cond a replay link so if you need to sign off, places know
	We will send a replay link so if you need to sign off, please know
Jasmine Freeman	you'll be able to check out the bonus Q&A time if you would like.
Allison	Thank you!!!
Nancy Eyles	thank you very interesting
Judith	Cyn, that's a good question!
	Re: Joanne Berube's question: When you support a group who
Trisha Heil	doesn't support you back, is perseverance the only way to survive?
	I third Joanne's question regarding 'when you support a group who
	doesn't support you back, is perserverance the only way to
Katie	survive?
LAUREN	THANK YOU
Cheryl	I have to run. Thank you so much.
	hang in there Jasmine- we all get visits from the tech gremlins.
Susan	Thank you for the webinar
-	
	POPULAR QUESTION: When you support a group who doesn't
Jasmine Freeman	support you back, is perseverance the only way to survive?
Jasmine Freeman	Thanks, Susan.
	Thank you so very much for this information. I will put this into
	action. The executives in our quickly growing company really
Marge	appreciate these webinars. Thank you. Thank you. Thank you.
Ivialge	KNOW that you are worthy of being supported and find those
Patti	OUTSIDE of your organization for support.
Bobbie	Thank you
	Manu offerstive energies. One thing the model about from is that you
	Very effective session. One thing I learned about fear is that you
	will never know the result on the other side if you don't try! Your
Azile	talents will never manifest because of fear. Thank you so much!
Sabina Pryor	As always, great information! Thank you
	I am filling in with my current role, and two other vacant position
	roles. How do I position myself to my boss to get some type of
	compensation such as acting pay, or bonus to my manager. I have
Tawanika	been doing this for about 5 1/2 months.
zhaneta	Thank you for all the advise. It was very helpful webinar.
	Thanks for the webinar it is great to learn from you Joan. I also
Carolyn	appreciate the opportunity to chat with the other attendees.
	I am a perfect example of this!! And now in a wonderful role!!
Michelle P.	Perseverance mattered!!

	I am filling in with my current role, and two other vacant position
	roles. How do I position myself to my boss to get some type of
	compensation such as acting pay, or bonus to my manager. I have
Tawanika	been doing this for about 5 1/2 months.
	Thanks, Joan & Jasmine, I will be starting a new job on 10/3 and
cari	this webinar was just what I needed. Have a great day!
Robin Doll	Great webinar!!
Courtney	I LIKE THIS QUESTION
	I see those questions on not getting compensation when their role
	has changed. Maybe you could answer one of those questions
	either now or later in a group email possibly. Very good workshop
Jenny Finnell	and great handouts!
	From Tawanika I am filling in with my current role, and two other
	vacant position roles. How do I position myself to my boss to get
	some type of compensation such as acting pay, or bonus to my
Jasmine Freeman	manager. I have been doing this for about 5 1/2 months.
	I AGREE WITH TAWANIKA I am filling in with my current role, and
	two other vacant position roles. How do I position myself to my
	boss to get some type of compensation such as acting pay, or
	bonus to my manager. I have been doing this for about 5 1/2
Courtney	months.
, 	
	What do you do when you're asked to put together information
	that you have to reach out to another source. And you're stuck at
	a stand still until you get the information that one of your bosses
	has requested, not taking thinking about how swamped you are
Willa	with your current main focus?
Julie	sorrry, have to sign off
Karen Zipp	Need to leave due to a Staff Meeting. Thanks much, ladies.
Isabel	thanks great session!
	I've got to sign off, but THANK YOU for this webinar. And always
Patti	for all you do!
emily williams	Thank you Joan and Jasmine. Signing off.
Mary Jane	Great webinar. Thank you Joan and Jasmine
Joanne Berube	Thank you, Joan, you are an inspiration to us.
Natalie	Signing off Thank you, as always!
	Thank you for sharing your wisdom continuously Joan I feel truly
PAULA	privileged to be able to learn from you.
Fatima	Great webinar. Thank you, Joan and Jasmine.
julia	Thank you for good advices. Looking forward to the next seminar.
	Thank you guys for all this informative information and taking the
Courtney	time to offer these free webinars.

Mary Jane	Lost Jasmine again
N.A	Awesome Webinar Joan!!! I have to sign off now but thank you
Mary	both so much. I always enjoy the webinars with you & Jasmine! YAY!!!! Jasmine's back!
Paula	YAY!!!! Jasmine's back!
	Courntey & Tawanika - Document like crazy the accomplishments
K. M.	
	& what you've done to go above & beyond. Share the information.
Katie	When you stick to facts, they're more likely to listen.
	Thank you so much for this much needed webinar! This is a major
Lindo	issue in my life that I will overcome with these steps. Again, many
Linda	thanks!
Amy	Thank you. This was a very informative class
lody	Thank you Joan and Jasmine for another wonderful webinar!
Jody Jene	Thank you as always - very good information
	Thank you as always - very good information
Cyn Joni	THANK YOU!!
karen	Thanks so much! Enjoyed it!
Debra Buscemi	Thank you as always love these Webinars!
-	Thank you ladies, once again another great webinar with a wealth
Tammy	of wisdom from Joan.
Patricia	Thank you!
	This has been great, as usual. Thank you, Joan, for ALL you do to
	support and train administrative professionals. I look forward to
Karen Swoopes	next month's webinar.
Carla	Thank you!
Shandra	thank you so much
Del	Thank you!
Marion	Great webinar. Thank you both for providing helpful information.
	Thank you I always look forward to these webinars, keep them
Antoinette	coming.
Tayelor	How apropo this particular webinar is for my situation this month.
	for yet another wonderful webinar!! Wishing you a wonderful
Cherylann	evening!!!
Olga	Great tips, Thank you Ladies.
	I am filling in with my current role, and two other vacant position
	roles. How do I position myself to my boss to get some type of
	compensation such as acting pay, or bonus to my manager. I have
Tawanika	been doing this for about 5 1/2 months.
	Great Webinar. Thank you so much Joan and Jasmine. Until next
lody	time.
Jody	
Paula	Thank you for this fantastic webinar!