

WEBINAR

The Accelerated Assistant

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 Office Dynamics Webinars

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.

The 7 Key Areas to Accelerate

- **Learning Curve:** It's not enough to merely acquire knowledge; you must aim for continuous, rapid personal improvement.
- **Responsiveness to Change:** Gone are the days of gradual adaptation; you must embrace swift transformation.
- **Time to Execute:** The luxury of distant deadlines is dead; you must deliver exceptional quality quickly.
- **Career Management:** Drifting without direction is not an option; you must take personal responsibility for your future.
- **Value to the Company:** Meeting expectations doesn't cut it; you must aspire to even greater levels of contribution.
- **Focus:** Distraction lurks around every corner; you must hone mental agility and deep concentration.
- **Innovation:** You can't wait for inspiration to strike; you must ceaselessly seek solutions.

ACTION PLAN: Which 3 areas above do you most need to focus on in 2017?

Control the Rate of Acceleration

Useful Strategies for Managing Approaching “Curves” in the Road

1. Keep your e_____ and e_____ open. Pay attention, every day.
2. A_____.
3. Become l_____ of_____ the closer you get to the curve and as you flow with the curve.

Slowing Down as an Effective Strategy

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- Office Dynamics web site [OfficeDynamics.com/articles/](https://officedynamics.com/articles/)
- LinkedIn (LinkedIn.com/in/JoanBurge)
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Educational Videos

- Office Dynamics web site: Access more than 60 free educational videos for administrative professionals. [OfficeDynamics.com/educational-videos/](https://officedynamics.com/educational-videos/)
- You Tube Channel: Watch more than 150 educational videos by Joan Burge. YouTube.com/OfficeDynamicsIntl
- 4 Free Conference On Demand Videos. OfficeDynamicsConference.com/free-conference-on-demand-videos/

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*, conference on demand, and *World Class Assistant* Certification/Designation course. [OfficeDynamics.com](https://officedynamics.com)

The Accelerated Assistant™

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