

## Who or What is Your Goliath!

While our annual conference for administrative excellence is over, I keep playing it over and over in mind because it was so wonderful. This week I thought I would share with you an excerpt from my opening speech for the conference. The conference theme was The Path Forward: Adding Value Every Day. Our speakers and I covered 8 stepping stones to moving forward and adding value. I spoke on "purposed." Again, this is just a little segment of my hour speech.

Where you are today (where I am today) is because of choices you and I have made in the past – good and bad.

And where you will be in the future is based on the choices you make each day. What's does your path look like for the future?

Are the stepping stones etched out or is your path covered with grass and weeds?

This is where PURPOSED comes in.

It is easier to live life with PURPOSE when you know what you believe in, your values, and your strengths. This gives you confidence.

When you are confident, it is easy to STEP FORWARD.

You also need to have firm resolve and an action plan. It is important to clear the way of any debris, weeds and grass. What could those be? People, tasks, fears, and your own thinking.

### **This takes staring down danger.**

How many of you know the story of David and Goliath? David, a young teenager, never saw Goliath, a giant, as being more powerful. With a stone and a slingshot he conquered Goliath.

We all have a Goliath. Your goliath could be fear of going back to school; excelling in your career; having an uncomfortable but necessary conversation with your manager. Your Goliath could be juggling work and

home life; taking on a massive, new project at work. Maybe your Goliath is introducing yourself to other attendees and getting to know them.

What is your Goliath? Who is your Goliath? I don't believe it's humanly possible to stare down all our goliaths but I know we can take them on one at a time and become more confident...

Which leads to PURPOSED.

What could your PURPOSE be as an executive assistant or administrator? It could be just to show up for work, do a good job, and get a paycheck.

Or your PURPOSE could be....

To be a strategic business partner

Streamline processes and increase company profitability

Create synergy among your team

Be a sponge and learn something every day

Be a mentor

As you start this week, think about your purpose and live it!

Joan Burge