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101 Ways To Be The Best Executive Assistant



Synopsis

The administrative field includes different titles and salary ranges for positions requiring varied skill levels and responsibilities. Executive assistant is referred to most often in this book, but *101 Ways To Be The Best Executive Assistant* will be useful to anyone in the administrative field. The author shares helpful advice gained from her career of over 26 years of administrative experience. This book will offer a refresher for experienced admins along with some new ideas that might make their jobs a little easier. It will also offer valuable advice to help those who are new to the administrative field to get established in their career and prepare for possible advancement.

Book Information

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Average Customer Review: 3.2 out of 5 stars Â Â See all reviews Â (12 customer reviews)

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Customer Reviews

The content was fine for a lighter, run-through list of suggestions, but I felt some of the expanded comments could have been more precise and specific. I can see myself referring to the material for reminders about how to make myself more valuable and useful.

Nice clear, easy to understand. Recommend to all levels !Enjoyed revisiting the basics and 'reminding myself what I'm supposed to do.

Waste of money if you already been an EA for 6 months or longer. Very basic info and nothing helpful inside for me

I don't think this book was worth the money I paid for it.

It's literally a booklet of tips that are commonly found online. Not worth \$10.

This is a great book to either use to get started in this business line or as a good refresher tool if you are an Executive Assistant! It is organized well for an easy read and offers excellent tips. Looking forward to the next addition.

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101 Ways To Be The Best Executive Assistant The Definitive Executive Assistant and Managerial Handbook: A Professional Guide to Leadership for all PAs, Senior Secretaries, Office Managers and Executive Assistants Virtual Assistant: 101- How to Effectively Outsource Tasks to Virtual Assistants to Maximize your Productivity (Outsourcing, Virtual Assistant) The Definitive Personal Assistant & Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Kinn's The Medical Assistant: An Applied Learning Approach, 11e (Medical Assistant (Kinn's)) Be the Ultimate Assistant: A celebrity assistant's secrets to working with any high-powered employer Virtual Assistant Assistant: The Ultimate Guide to Finding, Hiring, and Working with Virtual Assistants: Expanded and Updated for 2016 Take a Leap of Faith And Start a Virtual Assistant Business: Your Guide to Establishing a Successful Business As a Virtual Assistant Jewel in the LEADER's CROWN: Powerful Strategies to Shine as an Executive Assistant & Beyond Super Secrets of Successful Executive Job Search: Everything you need to know to find and secure the executive position you deserve 101 Ways to Amaze & Entertain: Amazing Magic & Hilarious Jokes to Try on Your Friends & Family (101 Things) Solving Executive Function Challenges: Simple Ways to Get Kids with Autism Unstuck and on Target The Art of Executive Appearance: 5 Simple Ways to Impress on Camera and Inspire a Global Television Audience 101 Facts... Stan Lee: 101 Facts About Stan Lee You Probably Never Knew (facts 101 Book 7) PASSIVE INCOME: TOP 7 WAYS to MAKE \$500-\$10K a MONTH in 70 DAYS (top passive income ideas, best passive income streams explained, smart income online, proven ways to earn extra income) The Virtual Assistant Solution: Come up for Air, Offload the Work You Hate, and Focus on What You Do Best Best of the Best from Hawaii: Selected Recipes from Hawaii's Favorite Cookbooks (Best of the Best State Cookbook) Best of the Best from Big Sky Cookbook: Selected Recipes from the Favorite Cookbooks of Montana and Wyoming (Best of the Best Cookbook Series) Best of the Best from the Deep South Cookbook: Selected Recipes from the Favorite Cookbooks of Louisiana, Mississippi, and Alabama (Best of the Best Regional Cookbook)

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