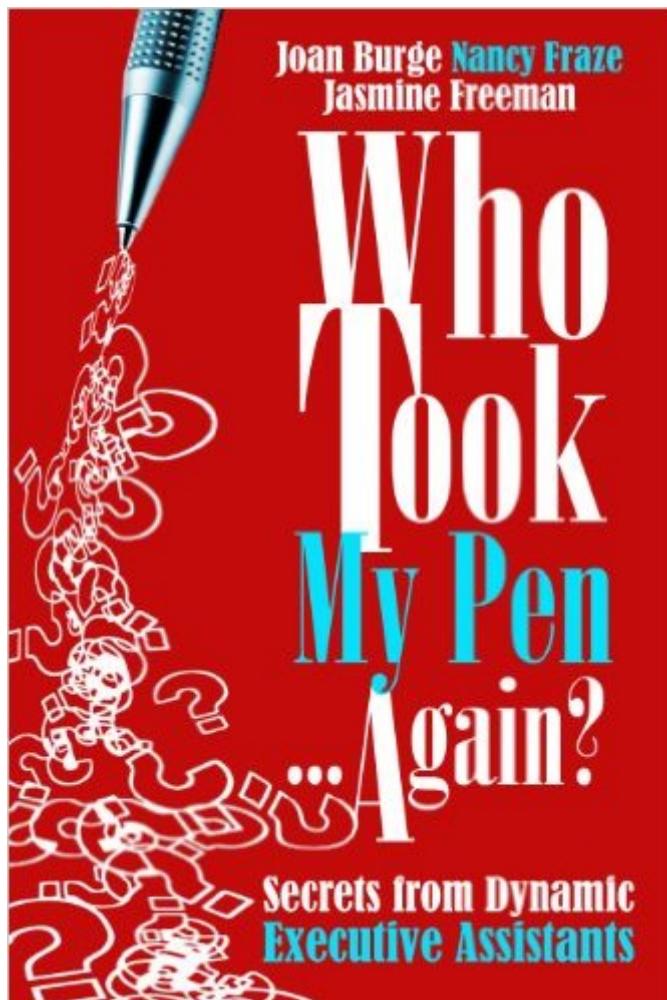


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# Who Took My Pen ... Again? Secrets From Dynamic Executive Assistants



## **Synopsis**

Finally! A book for executive assistants written by executive assistants! Overflowing with secrets, tips, and tools of the profession, this book is a ready resource created by those who walk the walk and talk the talk of the complex administrative professional role. They really get it. Inspired by the Office Dynamics 18th Annual Conference for Administrative Excellence, themed The Path Forward: Adding Value Every Day, the authors drew on the attendees' knowledge as well as their own years of experience to develop the content for this book. Who Took My Pen ... Again? offers practical, creative strategies for achieving success and building leadership attributes, compiled from the diverse experiences of high-achieving administrative professionals in a wide variety of businesses and industries. Are you ready to rise to the top of your game and become your very best, gaining new insights and reaching the highest heights? Whether you've been in the field for twenty minutes or twenty years, this book is a must resource you will refer to again and again!

## **Book Information**

Paperback: 252 pages

Publisher: Office Dynamics; First edition (March 1, 2012)

Language: English

ISBN-10: 0971745692

ISBN-13: 978-0971745698

Product Dimensions: 6 x 0.5 x 9 inches

Shipping Weight: 9.6 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 starsÂ  See all reviewsÂ  (36 customer reviews)

Best Sellers Rank: #641,452 in Books (See Top 100 in Books) #110 inÂ  Books > Business & Money > Skills > Secretarial Aids & Training

## **Customer Reviews**

Please read this book if you like being spoken to like a child from an older relative. As an career focused adult, I'm not looking for a professional development book with a "super secret summary" at the end of every chapter. This isn't junior high, and I'm not looking for a homework book. Some of those "secrets" include: carry and use business cards, consider strangers just as friends you haven't met yet, and get colored pens or crayons to stimulate creativity. Who doesn't know to use a business card? Are you really suggesting that an adult buy crayons to stimulate creativity in a work place setting? There's also a chapter on inspirational quotes. You'd be hard pressed to find a chapter on inspiration quotes in any other professional development book. I can't take a book

seriously that uses poems as their way to inspire me to be a better worker and "get ahead". This book is trying to be serious, but I'm just laughing at all of this "advice". It is giving advice in tradition of the Mad Men era, and I find it extremely dated. Frankly, this book is taking common sense putting some smiley faces around it and calling it a book. It's an insult to my intelligence as a career focused adult, and I suggest that you go somewhere else when looking for career advice.

I expected trade secrets, best how-to's, and overall explanations on how things can be done most efficiently. This was a book where each chapter discussed, for example, gave an action like "keeping positive," defined it for about 3-4 pages, and then gave a one paragraph real-life example of how one of their peers stayed positive during a hard time. It's not a bad book but not at all what I needed or wanted. I am a first time executive assistant for a government SES in an extremely high level office. I need something that packed serious information and how-to's. If that is what you're looking for then I recommend the "Administrative Assistant and Secretary's Handbook" by James Stroman. It was exactly what I needed.

This book I needed for a business class I was taking. It is well laid out, easy to read and had a lot of useful information with stopping points at the end to check your understanding and to help you think about what you just read.

Great tips and tricks and best practices that you make you think about how very important your projects, role and tasks are in the corporate hierarchy. You'll think twice before you open your mouth or how you respond to projects, or how you lead a project or how you organize your day and everything in between!

A step by step how to on being a great executive assistant. Gave examples of each point and how to execute ideals. Sometimes though it's sounded sorta like managing a small child or even spouse which is the reasoning behind my 4 star rating. All in all a good book. I would recommend.

I purchased the Kindle Edition and I'm so glad I did so I could read it instantly. I highly recommend this book if you are in Office Administration. You will find encouragement and laughs throughout this book. This is my second book purchase from Joan Burge's collection. She really knows this field.

If you're passionate about your job and you want to make a good impression on your boss read this

book take advantage of the examples and being all model behaviors represented in it.

Great Book for Executive Assistants and everyone in the Admin profession! Being assistants themselves, the authors were able to give insights into the job and guidelines that will help new assistants find their way. Highly recommended.

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