

Executive administrative assistant Michele Ritchie says:

"I finally found time this morning to wrap up some training I've been doing and to read the latest edition of The Effective Admin Newsletter. This is the first newsletter I have received and I was VERY impressed with both the content and the layout. What was more impressive was how after reading this I could immediately put several items to use. Thank you so much for creating and publishing such a great newsletter!"

Danielle J. Turner, an executive assistant in Suwannee, Georgia, states:

"I really enjoy this newsletter! The articles lead me to things I wasn't aware of and remind me of standards that can be forgotten with time."

Debbie Lynott, an executive assistant to a president and CEO in Jacksonville, Florida, said:

"I am always looking for ways to improve my skills and to learn faster, easier ways to handle different job functions. I also value ideas from my peers on how they handle their jobs. I was very excited when I found your product. It is a very interesting read, and I have found several helpful suggestions."

The Effective Admin Newsletter

Serving Administrative Professionals Since 2004

The Effective Admin newsletter is produced by Karen Porter. She is a job performance and career success coach and advisor to administrative professionals, and founder and president of *The Effective Admin*[™] and *Virtual Association for Administrative Professionals*



The Effective Admin Newsletter

for administrative assistants, executive assistants, secretaries, and administrative professionals of all job titles and job levels.

****Celebrating 6+ years of serving administrative professionals with relevant, practical information for their admin jobs and careers ****

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Dear Administrative Professional, The award-winning *The Effective Admin* newsletter is for administrative assistants, executive assistants, secretaries, and all administrative professionals who want job performance and career management tips.

This newsletter offers advice and tips that...

- assist you with your day-to-day duties, skills, and performance on the job as well as your overall admin career.
- help you stay motivated and inspired on the job and in your career.
- help you learn ways to do your job better.

In the newsletter, you learn everything from how to better manage your work relationships to how to best organize your work day.

You even learn what other administrative professionals are thinking and doing on the job when I publish their dilemmas requesting assistance from me, the Admin Pro Coach, (answered in the newsletter) or their responses to short survey questions now and then.

Your Issue Is Ready Now

The current issue is ready to read now. *The Effective Admin* newsletter is in a downloadable electronic format (PDF file read with Adobe Reader version 5.0 or higher). You can start reading the current newsletter issue just seconds after you subscribe online. Or if you make



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