



# The Valuable Office Professional

*Michelle Burke*

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## **The Valuable Office Professional** Michelle Burke

"My boss is always in crisis mode." "My boss never gives me all the information I need." "My boss doesn't understand what I do." "My boss never says thank you." Sound familiar? It is the assistant who bears the brunt when manager and assistant are working "out of synch." This unique book shows assistants how to take charge of their relationship with their boss -- using a multitude of tools, tips, and interactive exercises to help assistants meet the challenge and make themselves indispensable. They will learn how to: \* bridge communication and workstyle gaps with the boss \* take responsibility for their own job satisfaction \* focus on shared goals, both long-term and short-term \* take purposeful actions aligned to their manager's actions \* use specific techniques to ensure they and their managers work as a team \* clarify priorities -- for themselves and for what their managers need

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