

## **TEDI PARSONS**

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### Setting the Foundation for Success – Begins with YOU!

### THE RESULTS ARE IN...

- **Communication 56%**
- **Time Management/Prioritization 50%**
- **NO Back-Up 22%**
- Leaving Work at Work 22%

Being Underestimated/Not Valued – 30%





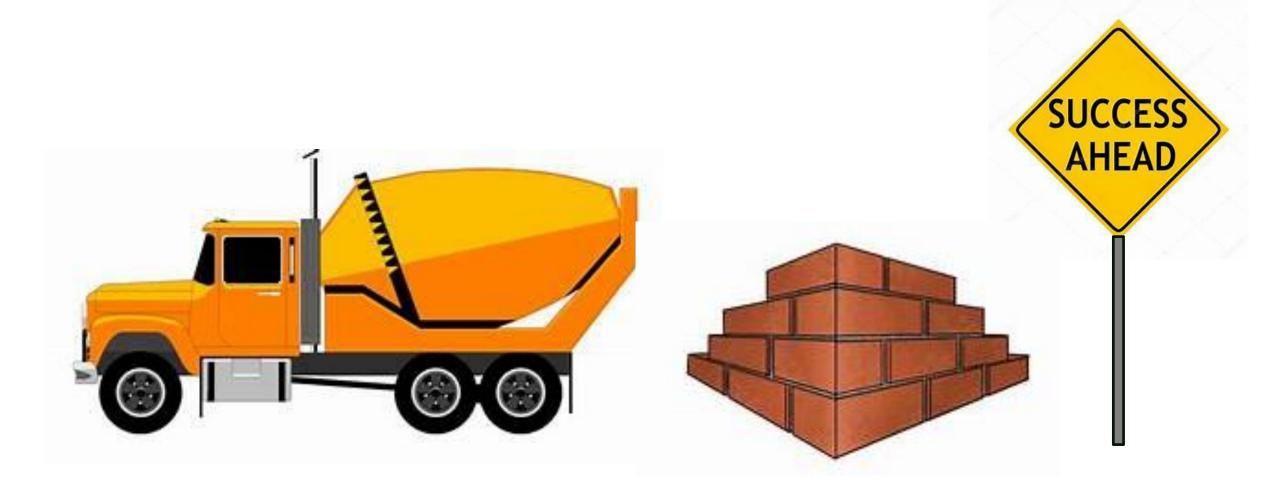
# "I'm Just an Admin"

### **IT'S WORTH REPEATING...**

"One thing I hate most is when someone says, 'But I'm just an admin.' Well I'm just a rug! I'm just a door! I'm just a chair! You'll be treated as just that unless you change the way you view yourself."

> ~ Genise Dawson, Executive Assistant Outlook & Office 365

#### **LAYING THE FOUNDATION TO SUCCESS**



### **DEFINTION: SUCCESS**

### "Success means having the courage, the determination and the will to become the person you believe you were meant to be."

~ George A. Sheehan Physician & Author

### LAYING THE FOUNDATION TO SUCCESS

- 1. Begin by Setting Attainable and Realistic Goals
- 2. Continually Review Your Goals (change if needed)
- 3. Take Action to Achieve Your Goals
- 4. Visualize Dream Big and Keep Dreaming
- 5. Never Settle YOU Matter and are Important

### **SETTING THE STANDARD**

### "One person in pursuit of excellence raises the standard and performance of everyone around them."

~ Jon Gordon Motivational Speaker

### **SETTING THE STANDARD**

- □ Be authentic, be truthful and be the very best YOU!
- □ Be the person others want to model themselves after.
- Do not over promise and under deliver.
- □ Help others, even when it hurts and there is no gain.
- □ Make your haters your congratulators.
- □ Set the bar so high, you become a huge asset.

#### TOP 6 QUALITIES EVERY ADMINISTRATIVE PROFESSIONAL MUST HAVE

- 1. COMMUNICATION SKILLS
- 2. ORGANIZATIONAL SKILLS
- 3. TIME MANAGEMENT SKILLS
- 4. DEPENDABLE & RELIABLE
- 5. CONFIDENTIAL/TRUSTWORTHY
- 6. STRONG CUSTOMER SERVICE SKILLS

### THE GOLD STANDARD OF SUCCESS



- Be willing to put in the work
- Do not expect more from others
- Be fair, understanding and kind
- Know your value and share it
- Understand there are boundaries
- Do not settle 'for second best'