



TEDI PARSONS

President, The Professionals Forum LLC

**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



DEFINITION: **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'