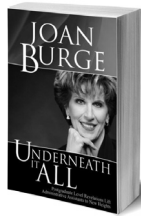


# I'm My Own Career-Manager and I'm "Heady" with Power!



(Excerpt from Joan Burge's new book for admins,  
*Underneath It All*)

By *Joan Burge, founder & CEO, Office Dynamics International*

First, I'd like to welcome you to the New Year! Now that you have enjoyed the holidays, gotten through year-end at work, and are more relaxed, it's time to refocus for 2009. January actually is a great time to think about your career and where you want to steer it the next 12 months. Here are some ideas and questions to get you started.

When you think "career" as opposed to "job" you are more likely to get serious! After all, "career" suggests a long-term involvement and promising rewards.

Go ahead, take a bow ... after all you're in control and are overflowing with power. Of course, this is only true if you recognize that it's true.

A recent college graduate was looking through a magnifying glass as she helped her young niece study the petals on a flower. She was struck by the thought that she could study her current job search better if she held the process up to serious scrutiny. As soon as she positioned her thinking in this direction ... she felt "heady" with power! She was usually quiet when she was being interviewed; answering only the questions she was asked. Now, she decided to ask some very specific questions of the interviewer. "After all, she mused, "I want to work for a company that will offer me opportunities to learn and grow." She reasoned that she could position herself well right from the get-go. She realized she was new to the business world but she was a capable person who could think-on-her-feet.

*"Too many people overvalue what they are not and undervalue what they are." — Malcolm S. Forbes*

Take Pride in Your Profession!

Synonyms for Pride:

- Choice
- Dignity
- Elite
- Glory In
- Self-esteem
- Self-respect

Stand tall and feel good about what you do and the position you hold and you'll feel energized. This energy assists you to perform well and to be happy. It's a lovely cycle that perpetuates itself and it all begins with your perception.

Conduct a two question perception check:

- Are you proud of yourself?
- If not, why not?

(Observation: It could be that you're too hard on yourself and don't recognize your attributes or, it could be that you're in the wrong place so far as your job is concerned. If you're too tough on yourself – cut it out! If you're in the wrong place, set your sights on moving elsewhere and then, take steps to get there.)

## PLEDGE TO BE PROUD

I pledge to **be proud** of the career I have chosen.

I **choose** to hold my head high in front of others at work.

I **commit** to being a **positive representative**  
for all administrative professionals.

I know I have **value** and add **worth** to my organization.

I will continue to **elevate other's perceptions** of this role.

I want to be a **positive role model** for  
novice administrative professionals.

I **pledge to be proud** to be an Administrative Professional!

### Career analysis:

- Where do you want to be in 1 year? 3 years? 5 years?
- What are you good at (e.g., cooperating with others, working alone, communicating, moving from place to place as opposed to reporting to an office day in/day out)?
- What type of industry would you enjoy working in?
- How much are you willing to invest in your future (e.g., staying late, continuing formal education or job training)?
- Do you want to move out of the profession some day?

- Do you want to look for other opportunities in your current company (whether in the administrative profession or not)?

### Identify and evaluate roadblocks to attaining job satisfaction

The following questions serve as a starting-place:

- What are some obstacles that stand in your way to being more productive?
- What is one thing you would like your executive to: do, stop doing, or do more often? (e.g., praise my performance, offer constructive criticism, and keep me better informed about things in general).
- What strengths do you bring to your role and executive?
- What areas do you think you need to develop?

This should just be the beginning of a year-long process. Monitor your progress and adjust as necessary throughout the year. I encourage you to look for other tools that will help you go deeper on this subject. Remember. . . it's your life and you need to be in the driver's seat.

Best of luck!

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About the Author

Joan Burge is known as the red-lipstick-wearing "Rock Star" of administrative and executive assistant training and a successful entrepreneur who created a unique niche in 1990 by founding a training company that would uniquely provide sophisticated, robust educational programs and information to administrative professionals. Joan is an accomplished author (8 books), professional speaker, consultant and corporate trainer.

She is the creator of: Annual Conference for Administrative Excellence™; World Class Assistant™ Certification course; Star Achievement Series® Certification and Designation course; 30+ customized workshops, 200+ educational videos, 150+ articles and nearly 1,000 blog posts for executive and administrative assistants.

Her company, Office Dynamics International, is a global industry leader which offers a broad range of solutions and provides high-performance, sophisticated executive and administrative assistant training and coaching.