

Become An  
**INNER CIRCLE**  
Assistant

**Joan Burge** brings almost 35 years of experience in the administrative field to this groundbreaking book! Everyone who plays a vital support role in an organization should read *Become an Inner Circle Assistant!*

The words Inner Circle conjure up visions of an elite group of people whose achievements are admired and whose Inner Circle Assistant title doesn't show up on any org chart. That's the woman or the man who knows how to make and support the moves and stunts in the org chart.

**BECOME AN INNER CIRCLE ASSISTANT!** outlines the Inner Circle status as well as those in the position of strategy and workplace philosophy that will help professionals become top performers in work and in life.

The book presents the competencies that characterized office professionals and is based on the author's goal program, the Star Achievement Series®, which is used by thousands of administrative professionals nationwide. Learn these competencies and incorporate them into your work. You will increase your impact on the organization, be visible and recognized as a star performer, increase your self-esteem and levels of confidence, and ultimately achieve Inner Circle status.

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Become An  
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Assistant

SECOND EDITION

How to Be a Star in Your Profession  
and Achieve Inner Circle Status!

By **JOAN**  
**BURGE**

"This book is a landmark contribution of insight, wisdom, research-based advice and has inspired and helped me in my professional development. She speaks with wit and enthusiasm — the language of a star!"

**Mike McCallister**  
Former President and CEO, Motorola Inc.

# Become An Inner Circle Assistant

**ML Morrison**



**Become An Inner Circle Abistant:**

## Embracing the Tune of Phrase: An Psychological Symphony within **Become An Inner Circle Abistant**

In a world used by monitors and the ceaseless chatter of fast conversation, the melodic splendor and psychological symphony produced by the prepared term frequently diminish in to the back ground, eclipsed by the persistent sound and distractions that permeate our lives. However, nestled within the pages of **Become An Inner Circle Abistant** an enchanting literary treasure overflowing with natural emotions, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, this interesting masterpiece conducts viewers on a mental journey, skillfully unraveling the hidden songs and profound influence resonating within each cautiously crafted phrase. Within the depths of this emotional examination, we will explore the book is key harmonies, analyze its enthralling publishing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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