GOAL SETTING FOR ASSISTANTS

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Teri Case, United States, 2014. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book ***** Print on Demand *****.December 1 MEMORANDUM TO: Fellow Assistants FR: Teri Case RE: Annual Performance Objectives What are SMART goals? How do they apply to assistants? How can an assistant align his, or her performance goals with his, or her manager s goals and the corporate goals? I ve frequently been asked this question. To help, I ve now compiled a step-by-step workbook on how assistants can set their annual goals, Goal Setting for Assistants, and maximize their contribution and impact to the organization. Assistants, this step-by-step workbook will help you think outside of your box and write measurable and aligned SMART objectives. Wishing you great success. TC.

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