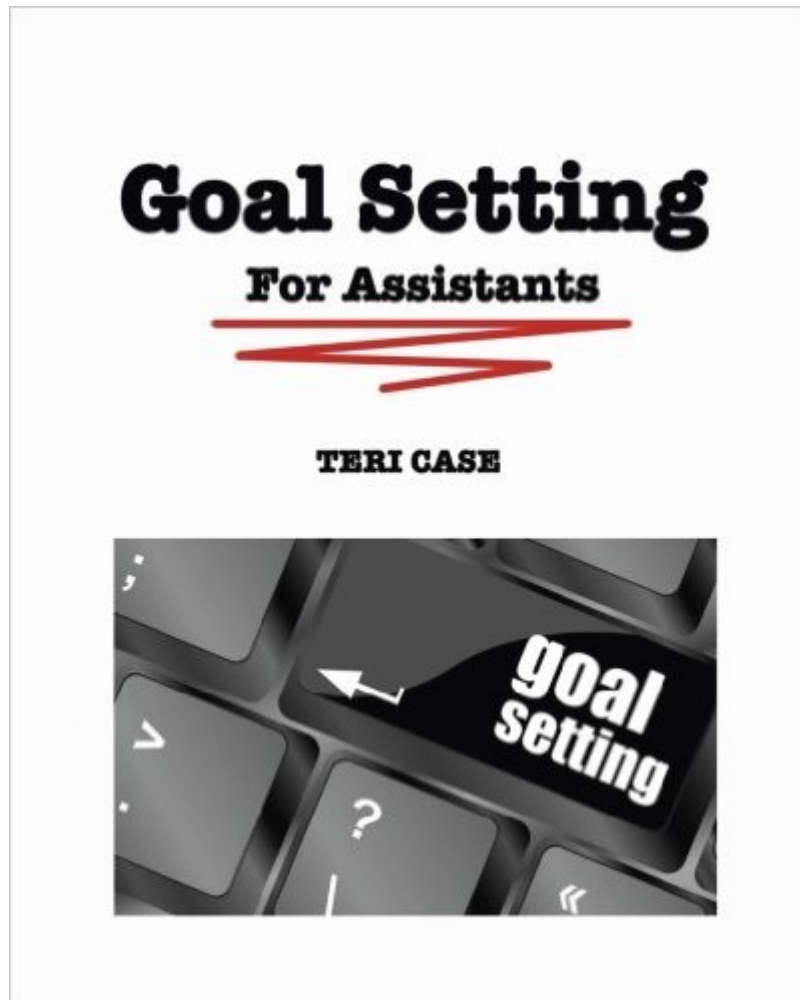


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# Goal Setting For Assistants



## Synopsis

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

## Book Information

Paperback: 34 pages

Publisher: Teri Case (February 1, 2014)

Language: English

ISBN-10: 0990917509

ISBN-13: 978-0990917502

Product Dimensions: 8 x 0.1 x 10 inches

Shipping Weight: 4.5 ounces (View shipping rates and policies)

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