

Administrative Professionals Goal

THE FIVE PHASES OF GOAL SETTING AND ACCOMPLISHMENT

The fact that you are even reading this guide indicates there is a desire to make a change in your life. The sole purpose of this guide is to illustrate how to capture, identify and manage your goals in order to be successful. Like everything else we do in our administrative professional's role, we create a process, get organized and develop a workflow that we can adjust along the way. Above all, we need to remember to keep it simple so as not to overwhelm ourselves with details.

PHASE ONE: REFLECTION

Developing a goal or a set of goals starts with reflecting on what you want to change, improve or aspire to. Take the time to list the areas of improvement, whether personal or work goals, that will impact you immediately or long term. Some goals can be simple and take only a few minutes to conceptualize, while others may take a bit longer to consider. Don't worry about the details here, just create the goal and write it down. Later in the process you will define the goal and actions necessary to successfully accomplish your objective.

[Example] Goal setting requires listing goals you want to accomplish. Like speed dating, write down in 90 seconds or less the top goals you might want to accomplish short or long term, and one more idea, break your goal wish list into personal and business sections:

Personal

- Lose 10 pounds
- Vacation in Maui
- Visit family
- Buy a home

Business

- Get a pay raise
- Get a promotion
- Work better with my boss
- Find a new job

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Congressional Papers Management Faye Phillips,1996 Rezension Phillips has an impressive record of experience collecting and managing U.S. congressional papers including those of former Louisiana Senator Russell B. Long. She also contributed to *The Documentation of Congress* published by the Society of American Archivists 1992. In this work she covers the full range of concerns facing a congressional archivist offering advice on collecting, surveying, organizing and writing inventories of congressional materials. A section on electronic records is also included. The introduction describes some unique aspects of congressional papers management as an archival specialization and reviews earlier scholarship on the subject. Every practicing congressional archivist should read and use Phillips's excellent book as should library administrators whose facilities house congressional papers. Archivists and government documents librarians also may be interested in the National Archives and Records Administration's three volume *Guide to Federal Records in the National Archives of the United States*

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