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She is the author of two books: The Innovative Admin: Unleash the Power of Innovation In Your Administrative Career and The Organized Admin: Leverage Your Unique Organizing Style to Create Systems, Reduce Overwhelm, and Increase Productivity.

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This won't just help you stay organized, it will help your co-workers do the same. As an admin, it's your job to help people, especially your executive, stay organized. However, don't assume someone does or doesn't want your help — ask first! And remember, sometimes you have to take baby steps with the process.

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