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# Art To Being An Administration Assistant

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## Fix-it Template

### What is broken?

1. What is broken?	2. What does broken look like? I know this is broken because...	3. All see it?

## Universal Questions Template—SMARTER

Specific Outcome(s)?		
<b>Measures of Success</b>	What will it take to say I am successful?	
<b>Anticipation</b>	<b>Risks?</b>	<b>Opportunities?</b>
<b>Resources</b>	<b>In place?</b>	<b>To be arranged?</b>

## Template Builder

<b>Process:</b>		
<b>Outcome:</b> What should this template produce?	<b>Collect the Bits: Mind Map</b>	
<b>Sort the Bits:</b> Create categories from your mind map.	<b>Bits Sorted by Category:</b>	<b>Clarify the Bits: Form the questions.</b>

## Weekly Check-in with My Boss Template

<b>Process:</b>	<b>Questions:</b>	
<b>Review last 2 weeks:</b>	<b>Any info I missed:</b>	<b>Any unfinished business?</b>
	<b>Meetings boss attended:</b>	<b>Commitments missed/due:</b>
	<b>Conversations boss had:</b>	
<b>Anticipate next 6 weeks:</b>	<b>Info I need:</b>	<b>Commitments:</b>

## Weekly Check-in with My Boss Template

Our Top 8 Current Projects:	Progress:	Changes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
New projects? New rankings?		
Anticipate problems:	On fire now?	Smoldering?