

## Survival Skills for the Administrative Assistant Self-Test

If you answer NO to 1 or more of these questions, then <a href="#">The Training AdvantEdge</a> has a workshop for you.		YES	NO
1.	Do you fully understand the scope and "productivity pay-offs" of your position?		
2.	Are you satisfied with your ability to manage your time and your priorities?		
3.	Do you act assertively rather than passively or aggressively?		
4.	Are you aware of and use the key elements of communication—listening, asking open questions, and using positive body language?		
5.	Are you dealing effectively with the frustrations and difficulties you face in your workplace?		