

## Become A Procedures Pro The Admins Guide To Developing Effective Office Systems And Procedures

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Let us help you become a Procedures Pro! With our simple 5-step formula, you'll be well on your way to creating organized office documentation that will reduce headaches and make your life easier. During this 5 Day Challenge, you'll learn:

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If you answered "yes" to these questions, you don't want to miss this free webinar! Topic: Become a Procedures Pro: Power Up Your Office Procedures in 5 Simple Steps. Presenter: Julie Perrine, founder and CEO of All Things Admin. Date: Wednesday, July 15, 2015. Time: 12 p.m. CDT, 1 p.m. EDT, 10 a.m. PDT.

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Become a Procedures Pro is a must have for any new or seasoned administrative professional. From explaining the importance of procedures to giving actual examples and sharing links to templates, you will not be disappointed in the book. I have personally utilized Julie's methods to run a more efficient office.

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http://bit.ly/ProceduresPro Melissa St. Clair, owner of Paper Chaser, is pleased to share my success story in Julie Perrine's new book, Become a Procedures Pro ...

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