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

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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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