

**Welcome to Administratively Speaking.** The purpose of this newsletter is to provide specialized information to administrative professionals, management personnel, and small business owners.

Join me on...



## You Can Do It In 2011!



Are you ending the 2010 year wishing you had more time to complete some actions on your list? Actions like: spending quality time with friends, living a healthier lifestyle, taking a particular class or certification, getting involved in philanthropy, or even cleaning out “old” stuff.

The more we “think” about doing something, the less likely we are to actually do it. I know you have heard this phrase, “I have been thinking about it.”

The time is up for “thinking” about it and the time is now to make the commitment to do what you have been thinking about doing. To make this process simple, here are a few tips to help you move out of the “I’m ‘thinking’ about it” mindset.

1. Do not continue with the same thought process you have in 2010. In 2011 change your mindset to what you “are” going to do and then do it. For example, it want to have a better relationship with specific co-workers, family and friends, talk to a couple of individuals you trust for a non biased opinion about how to best manage these relationships. Or, if you want to spend more time with friends or spend more time building your business, make the commitment, put it in your calendar and stick with the date.
2. Choose a small task to focus on each quarter and by the end of the year you will be satisfied with the results.
3. Limit your goals into workable solutions that will not overwhelm you or your schedule. This may mean to focus on completing one thing and one thing only. Such as, eating or living healthier, to do more networking, or search for a better job. These type of lifestyle changes and commitments in itself require time to incorporate into your everyday life. Manage your expectations and be fair to your schedule.

You have the ability to do and be whatever you choose to do or to be. From the great quote of Nike, “Just Do It.”

**Laura Finney**  
Training, Coaching, Consulting  
We Can Do That!

Tel: 888-686-9590

[www.WeCanDoThat2.com](http://www.WeCanDoThat2.com) | [www.LauraFinneyEnterprises.com](http://www.LauraFinneyEnterprises.com)

### In this issue:

Welcome 1

From Laura 2

Interview with Peggy Duncan 3

Administrative News 4

The Summit 5

## From Laura

### Sharing Your Pearls of Wisdom

Throughout this year, I have spoken with many Administrative Professionals sharing wonderful Administrative Pearls of Wisdom to share.

2010 has been a remarkable year. Many of us have learned some valuable Pearls of office or business wisdom. Post and share your Administrative Pearl of wisdom to the world of Administrative Professionals.

As we share our Administrative Pearls, our professional development will increase and our "strand" will continue to grow!

I look forward to reading and sharing your posts. And, feel free to share this post with other Administrative Professionals.

[Click here to post your Pearl of wisdom!](#)

Enjoy the rest of this year!

Laura



Laura Finney is CEO of We Can Do That! and Laura Finney Enterprises, an administrative consulting and training company that assists managers and businesses to increase the productivity and efficiency of the organization by helping Administrative Professionals reach their full potential.

LAURA FINNEY ENTERPRISES  
[WWW.LAURAFINNEYENTERPRISES.COM](http://WWW.LAURAFINNEYENTERPRISES.COM)  
1-888-686-9590  
LFINNEY@LAURAFINNEYENTERPRISES.COM



## My Interview with Peggy Duncan, Personal Productivity Expert

Peggy Duncan is a world renowned Productivity Expert. She is a productivity and time management expert, Author, Speaker, Trainer, and Consultant. She is the owner of The Digital Breakthroughs Institute located in Atlanta, Georgia.

Her straight-forward wisdom has proven true to nature and has awarded her global success. Interviewing her was an opportunity to which I was looking forward. I have followed Peggy Duncan's tips for years and I admire her quest for increasing productivity and time management.

Here are a few questions I had for Peggy:

**Laura:** Why is it important to maximize the features within the Office Suite of programs we use in order to increase productivity?

**Peggy:** Whatever technology you touch every day needs to be explored and learned. It's powerful, but I'm finding that most people don't venture beyond the basics. With the proper training, you'll be able to finish work at least six to ten times quicker. If your workload far exceeds the workday, this software is the answer for spending less time working while getting more done.

**Laura:** Why did you choose teaching productivity as a career?

**Peggy:** I started out after college as a secretary at IBM. I quickly moved up the administrative ladder and was soon promoted to a project manager position. I used all of my admin skills to manage multiple projects that had non-negotiable deadlines. Later, at Georgia-Pacific, I became obsessed with the Office suite, mainly Word, PowerPoint, and Outlook.

When I got bored and wanted to make a change, I combined all these skills to start my business. Since 1997, I've worked as a personal productivity expert and computer trainer. I help my clients increase their productivity by helping them get organized, streamline processes, and use technology the right way. In 2009, I founded The Digital Breakthroughs Institute and offer hands-on classes and Webinars that are open to the public. I also travel internationally helping as many people as I can.

**Laura:** What new things are you working on?

**Peggy:** I'm about to go to press on my newest book, Just Show Me Which Button to Click! in PowerPoint 2007. I'm also creating some new audio and video products, and am working hard to increase attendance in my public workshops.

**Laura:** Peggy, thank you for your sharing your time and wisdom. I look forward to your updates and meeting with you soon.

**Peggy:** You're welcome. It was my pleasure.

*"People must be willing to invest in classroom education in order to increase professional growth."*

-Peggy Duncan



If you are not following Peggy Duncan, you are missing out on valuable information that will increase your productivity and help you with time management.

Peggy Duncan's Main Website <http://www.PeggyDuncan.com>

Public Training <http://www.DigitalBreakThroughs.com>

Award-Winning Technology Blog <http://www.SuiteMinute.com>

Follow Peggy Duncan On Twitter <http://www.Twitter.com/peggyduncan>

# All About YOU Tour!

Join Laura for this one of a kind event designed specifically for Administrative Professionals. We guarantee you will leave empowered to transform your life and your career into something more meaningful to you! This high energy interactive session does not offer empty promises, just valuable information, tools and techniques to make your life All About YOU.



Get ready to:

***Use your Passion for your Purpose***

***Live Without Limitations***

***Adapt the "No Worry" Attitude***

**Be inspired by a highly motivating speaker who has been in your shoes.**

Executive Assistants, Virtual Assistants, Administrative Assistants and Office Managers **[Pre-reserve your seat today for free!](#)**

- ***Imagine changing how you view everyday challenges***
- ***Imagine being better than "okay"***
- ***Imagine performing at your peak***

You will be notified via email of the scheduled date and location for your city.



**[Pre-reserve your seat today for free!](#)**

For information, visit [www.LauraFinneyEnterprises.com](http://www.LauraFinneyEnterprises.com)

## Administrative News

### News You Can Use

[How to Bring Out the Best in Your Boss](#)

[Is Your Boss a Royal Pain?](#)

[How to Make Money and Travel](#)

Coming in 2011!



### Monthly Minute of Motivation

The **Monthly Minute of Motivation** audio recording. I will be sending my subscribers a one minute motivational recording for you to use in your daily life. This recording is meant to be nothing more than an addition to the motivational choices you use to help you remain focused.

If you are not on my subscriber list, click here to [signup now](#) for this free monthly recording.

### GROUPONS

Daily deals on the city's best stuff



[Groupon](#) features a daily deal on the best stuff to do, see, eat, and buy in a variety of cities across the United States.

**A great option for any kind of gift.**



**Virtual Assistant Tip:** Invite your VIP clients to lunch before the year is over. This will be a great opportunity for casual conversations. This is also an opportunity to listen for new and innovative ideas that will increase your work flow and assignments in 2011. If your client is not within distance, schedule a 15-minute virtual lunch for casual conversation.

## The Virtual Assistant Summit Update:

The Virtual Assistant Summit has merged with:

# The Summit For Women in Business

Purpose. Power. Prosperity.

Yes! The Summit is now confirmed for October 6 - 9, 2011 at the fabulous RiverStone Resort and Spa in Pigeon Forge, TN.

The Summit is designed to meet the innovative and growth needs of today's women business owners and entrepreneurs.



The 2 1/2 day Summit is all-inclusive and all of the workshops are interactive. Which means you will bring your laptop and leave with results.



Mark your calendars! Early registration opens January 15, 2011!

Due to the interactive workshops and one on one sessions, attendance is limited.

If you are *not* a subscriber of this newsletter and want to be notified when early registration is open, [click here](#) to subscribe.

# The Summit For Women in Business

Purpose. Power. Prosperity.

## Here's to 2011!



- ~ Purpose
- ~ Power
- ~ Prosperity

**Laura Finney**  
Training, Coaching, Consulting  
We Can Do That!

4355-J Cobb Parkway  
Suite 285  
Atlanta, Georgia 30339

Tel: 888-686-9590  
[www.WeCanDoThat2.com](http://www.WeCanDoThat2.com)  
[www.LauraFinneyEnterprises.com](http://www.LauraFinneyEnterprises.com)  
Email: [LFinney@WeCanDoThat2.com](mailto:LFinney@WeCanDoThat2.com)