

CREATING A POSITIVE OFFICE ATMOSPHERE

INTRODUCTION

I. WHAT MAKES «YOUR OFFICE» A PLACE WHERE YOU WANT TO BE?

A. Organization

1. *Furniture and furnishings*
2. *Office team*
3. *Time*

B. Purpose

1. *It fulfills your calling*
2. *It fulfills your vision*
3. *It serves*

C. Accomplishment

1. *Persistently pursue visible goals*
2. *Plans-priorities*
3. *Positive action*
4. *Success*

II. WHAT MAKES IT A PLACE WHERE OTHERS WANT TO COME?

A. Your position

1. *Recognize the position God put you in*
2. *Be grateful for it*
3. *Respect the position God has given to you*

B. Your secretary

1. *Choosing your secretary*
2. *Train your secretary*
3. *Treat your secretary respectfully*

C. Your reputation (your good name)

1. *Your hospitality*
2. *It is being flexible*
3. *Compassionate*
4. *Sensitive*
5. *Fair*

CONCLUSION