Etiquette Tip of the Week: Administrative Professionals...

Tomorrow (April 23, 2014) is Administrative Professionals Day. And today, The Etiquette Tip of the Week is celebrating its Fifth Birthday. No matter which you are celebrating, there should be chocolate cake involved.

To commemorate both, we will re-run the Etiquette Tip that started it all on April 21, 2009:

Wednesday, April 22 is National Administrative Professionals Day. Administrative professionals, assistants, secretaries and receptionists are the gatekeepers, who can put your messages on top of the pile, the bottom of the pile or in the circular file. Treat them with the highest regard in person and on the phone. Do not hold a cell phone conversation or check phone messages while standing in front of them. Make eye contact, smile and give them your full attention. Present that person with a copy of your business card. Make a note of the person's name, so you can use it the next time you see or talk to him or her on the phone.

Do you know your famous secretaries, assistants and administrative professionals? Here's one for the water cooler. Test your knowledge with our Quiz for Administrative Professionals Day: http://blogs.desmoinesregister.com/dmr/?p=325602

The Etiquette Tip of the Week may be forwarded to others who really, really need it, pinned to billboards, taped to the water cooler, blogged, Twittered or used to fill that last little hole in your newsletter. Giving credit to the Culture and Manners Institute at http://www.cultureandmanners.com/ is the polite thing to do.

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