

Introduction

The successful person is the individual who forms the habit of doing what the failing person doesn't like to do.

Donald Riggs

It takes as much courage to have tried and failed as it does to have tried and succeeded.

Anne Morrow Lindbergh

Always bear in mind that your own resolution to success is more important than any other on thing.

Abraham Lincoln

The Daily Task List

Numerous opportunities for expansion exist and key personnel are frequently an integral part of the process. This manual focuses on duties that can, and should be performed by the administrator. These are all simple, yet highly effective tasks that, if done on a consistent basis, will lead to growth within the office.