

## Affirmations of Administrative Professionals

An affirmation is a statement asserting the existence or the truth of something. Writing your own affirmations can be very enlightening. What are your personal affirmations?

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**A**

I believe in being **A**ccountable for my actions.

**D**

I believe I have a **D**ynamic ever changing position.

**M**

I believe in **M**yself.

**I**

I believe **I** can be what **I** want to be.

**N**

I believe I can say **N**o.

**I**

I believe I make an **I**mpact on department and organization.

**S**

I believe I am more than 'just a **S**ecretary.'

**T**

I believe in being a **T**eam player.

**R**

I believe I take **R**esponsibility for my career and where it takes me.

**A**

I believe I am responsible for my **A**ctions.

**T**

I believe **T**oday is the first day of the rest of my life.

**I**

I believe I express a professional **I**mage.

**V**

I believe I am the **V**oice of my manager.

**E**

I believe life is never **E**asy.



I believe in **P**erfection to the best of my abilities.



I believe we are all **R**ole models in our office.



I believe I am valued in my **O**ffice.



I believe **F**eedback, good or bad is good for me.



I believe I can **E**nhance my job with continued learning.



I believe **S**mile are contagious.



I believe **S**pam is annoying.



I believe in my **I**ntegrity.



I believe staying **O**ut of **O**ffice gossip is good.



I believe a **N**egative attitude hurts more than just you but those around you.



I believe in taking **A**ction and being a team member, not just a support role.



I believe in **L**oving what you do makes for a happier work environment.



I believe in **S**haring my knowledge with my peers.



I believe **D**esk**D**emon is a great website!



I believe writing your own **A**ffirmations makes you feel good.



I believe you need to believe in **Y**ourself.