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Takeaways from this session

1. Know yourself
2. Build your tribe
3. Be an Influencer

MARKET OVERVIEW & TRENDS

New Zealand's **10** most applied for administrative and support roles

IT service desk and support **\$60,000**

receptionists **\$45,000**

data entry +word processing **\$47,000**

administrative assistants **\$50,000**

1 Know
yourself



You **can't** prepare for
everything

Jacinda Ardern
New Zealand Prime Minister



**Be reasonable and expect
others to be reasonable**


Ray Dalio
american billionaire investor
founder of Bridgewater Associates



Be a gateway not a gatekeeper

Peggy Grande
Author

"The President Will See You Now"
Ronald Reagan's final years



**Build your
tribe**

tribe

noun

A **group** of people
connected to one another,
and **connected to an idea**

†

You can do **anything**
but **not** everything

David Allen
Author
Getting Things Done

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Inexperienced people can
have **great ideas** too
sometimes **far better** ones

Ray Dalio
Bridgewater Associates



Remember that you're looking for the best answer, not simply the best answer that you can come up yourself.

Ray Dalio
Bridgewater Associates



**Be an
influencer**



**Invest time and effort to
engage for your own and
others' success**

Janine Garner
author of "It's Who You Know"



Hang out with those who
have a **common future**
not a common past

Darren Hardy
#BetterEveryDay

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Start **changing the perception** of this role instead of just talking about it.

Phoenix Normand
Chief at trīb. + trībU

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You change the world
by **being yourself**

Yoko Ono
artist, musician

You're already a leader
Go Lead!!!