

THE ESSENCE OF EFFICIENCY AND EFFECTIVENESS FOR ADMINISTRATIVE ASSISTANCE IN AN ORGANIZATION

by:

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Time is one of the most valuable assets of an organization. Administrative assistants are expected to get the job done well and in a timely manner. They are required to take responsibility for tasks that are not directly associated with their function. In this form of responsibility comes the essence of time management and how effective and efficient the work of an administrative assistant produced. Additionally, they give assistance to their supervisors or head officers in managing schedules, tasks, and other related works as well as deal with a variety of inquiries from people within and outside organizations. They are several ways how to comprehend the essence of efficiency and effectiveness for administrative assistance, which will be introduced in this article.

Efficiency pertains to the ability to accomplish something with the least amount of wasted time. It is the competence to produce the most output from the least possible input. Playing smarter, not harder. And for that matter, improving work efficiency will be able to produce an extended amount of output from the same input. For administrative assistants, this means they have the means for getting more work done in a limited time.

There are two myths about work efficiency, first is that being busy is equal to being productive. According to society, the work ethic is a cult of busyness that sustains the thinking of a pile of work is productivity. Productivity is achieving desired results with less amount of effort and time. Lastly, multitasking is a must. It isn't, yet prioritizing is. Multitasking splits focus on your energy which results in flowing in different directions. It's much more efficient to focus on one task at a time in order of priority.

Effectiveness is defined as success in producing intended results. The head officers rely on the skills of their administrative assistants to sustain the effectiveness of the job. They must be initiative and driven to be capable to produce efficient streamlining and implementing new programs for the benefit of an organization and themselves.

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