

# **THE EFFICIENT SECRETARY**

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The Efficient Secretary by Ellen Lane Spencer

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**ELLEN LANE SPENCER**

**THE EFFICIENT  
SECRETARY**



# THE EFFICIENT SECRETARY

By ELLEN LANE SPENCER

PRACTICAL SUGGESTIONS  
INFORMATION • HELPS • TO  
STENOGRAPHERS AND  
OTHERS WISHING TO  
BECOME SECRETARIES  
IDEAS • ECONOMY • LOY  
ALTY • TYPING • FILING  
GETTING A POSITION

New York • FREDERICK • A • STOKES  
COMPANY • Publishers • MCMXVII

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## FOREWORD

THIS book is written to those whose daily tasks are the execution of thoughts and orders of business men. The suggestions herein are suggestions only; they are offered to you to help you on over the places where you are undecided. You may accept them, adapt them, or discard them, according to their value to you and to the particular office in which you may work.

The things suggested, the ideas expressed and the instances cited are definite and authentic of themselves—yet they may serve your purpose little. It is, however, the feeling of the writer that though nothing concrete may come to you as a secretary from a perusal of this book, you will nevertheless have the viewpoint of some one who has traveled the path you are now on, and you will have what the book is written to convey—a word of encouragement with an illustration of the importance of the work you are to do.

When you choose the vocation of secretary you choose a broad field, one of unlimited possibilities

and unlimited joy in the work as well. If you are mentally equipped and your inclinations lie in that direction, there is no pinnacle to which you cannot climb by taking down and executing the thoughts of some man who has attained to a height.

A former member of the President's Cabinet began his business career as a stenographer; through the knowledge gained in a secretarial position he realized his greater ambition. Several bank presidents to-day were secretaries yesterday. A former Postmaster-General climbed to that position from a secretary's job. But you must know how many of the biggest business men of the country at the present time have been secretaries to other great men while climbing upward.

Secretaryship is an education. Not the knowledge, not the success, not the commendable characteristics, any more than the lack of knowledge, the failures, the shortcomings displayed by the man whose orders you take, will aid you in furnishing your own mind.

The secretary's job is an important one, else he would not be paid for doing the work.

It does not look as big as it is; it doesn't seem as important; yet, should there ever be a union of

secretaries and that union declare a strike, business would be more badly crippled in two days than if every business man in the country remained out of his office a week.

Without the executive the well-trained secretary can carry on the work of the office quite well—except when a question of business policy or authority arises.

How different the business man without his secretary—and without an adequate substitute for that secretary. His efficiency is thereby reduced from fifty to ninety per cent.

The first chapter of this book gives in figures the cash value of a secretary to the business world. The cash value your experience will mean to you is limited only by your own inclinations. The something more that you will get out of your position as secretary—if you apply yourself to your duties with earnestness—will go deeper than banknotes and coin and enter into your very character and personality.

If you secure a position suited to you, are willing to work and have an opportunity to advance, you are sure to be happy during the hours you spend at your tasks, no matter what you may meet with when you lock up your desk at the end of the day.



If this book, then, can aid you in getting more joy out of your job, and if the encouragement it is intended to convey can help you on, no matter how little, it will have accomplished the mission on which it is sent.

Delawanna, New Jersey,  
January 8, 1916.

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