

## *Honor Our Secretaries*

Wednesday represents an occasion that is always a highlight on the Life Care calendar. It is nationally known as Administrative Professionals Day, and Life Care has the cream of the crop of that profession working in its centers, and in regional, divisional and corporate offices.

The U.S. Department of Labor reports that there were 4.3 million administrative assistants and secretaries employed in the United States in 2010. It projects that nearly 500,000 will be added in the U.S. between 2008 and 2018, representing growth of 11 percent.

Theme of the observance is *This Year Celebrate All Office Professionals*. It was chosen in honor of all office professionals who pulled together during the economic challenges faced by our nation in 2010.

May God bless our secretaries! Where would we be without them? In a predicament is the right answer.

They have a variety of responsibilities, ranging from preparing documents, correspondence and presentations to producing spreadsheet reports, coordinating multiple schedules and calendars, maintaining computer files, directories and databases, researching, to learning computer programs and training others in the office to ... well, the list goes on and on. Most supervisors will quickly admit that his or her secretary occupies a key position in the success of the office and its mission.



Recognize your secretary in a way that will be meaningful and make the day special. At the corporate offices in Cleveland, we will begin Wednesday with a breakfast for secretaries and supervisors, and selection of our Secretary of the Day (in effect, Secretary of the Year, since she will reign until next year's event). The present title-holder is Cheryl Hutto, executive secretary to Richard Swanker, senior vice president in our Tax Department.

We thank all of our secretaries for their commitment to our mission and the excellent work they perform for our residents, families and associates.

– Beecher Hunter