

Saluting the Gatekeepers

This is National Professional Secretaries Week, running through Saturday, created in 1952 to recognize the importance and value of the position to a company or business. A term that is also used is Administrative Professionals. Secretary's Day is Wednesday.

May God bless our secretaries in Life Care and Century Park!

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 ... well, the list goes on and on. Secretaries occupy key positions in the success of our offices and the care we strive to provide.



Here are some quotes from noted individuals about secretaries and their roles:

- *Always be nice to secretaries. They are the real gatekeepers in the world* (Anthony J. D'Angelo).
- *Next to excellence is the appreciation of it* (William Makepeace).
- *What sunshine is to flowers, smiles are to humanity. These are but trifles, to be sure; but, scattered along life's pathway, the good they do is inconceivable* (Joseph Addison).
- *The first thing the secretary types is the boss* (Donald Trump).
- *Feeling gratitude and not expressing it is like wrapping a present and not giving it* (William Arthur).
- *If you take a bunch of superstars and put them in a room where they don't have assistants and entourage, it's funny to see what happens* (Daryl Hall).
- *Appreciation is a wonderful thing. It makes what is excellent in others belong to us as well* (Voltaire).
- *There are no secrets to success. It is the result of preparation, hard work and learning from failure* (Colin Powell).
- *As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them* (John F. Kennedy).
- *The hardest arithmetic to master is that which enables us to count our blessings* (Eric Hoffer).
- *Excellence is doing ordinary things extraordinarily well* (John W. Gardner).

Come to think of it, these words of wisdom should apply to all of us.

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