**BUSINESS SPEECH**

**FOR**

**MONICA JOHNSON**

**“IT ALL STARTS WITH YOU”**

Hello everyone!! Today... actually this week, has become a time designated to recognize and commemorate the hard work, dedication, and immeasurable support provided by **YOU**, our Administrative Professionals. The truth is that you are celebrated **EVERY** day for your contribution to the advancement and success of businesses throughout this country, all over the world, and in particular, right here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ... As a matter of fact.... while we truly value your efforts **EVERY** day of the year, the acknowledgements might be slightly less audible and a bit more breathless... let’s face it... all of you doing **YOU**... performing the essential tasks that drive the “machines” that deliver any and all segments of business... from products to services to communications, and so much more... it **REALLY** all starts with **YOU**. (**If you want to make a little joke, you can say**)... In fact, I think its a safe bet to arrive at the revelation that, if all of you admins and support staff are here, right now, sitting in this room, not a lot is getting done... “**out there**...” (**Wait for the laugh**). ... But it’s **ALL** worth it... it’s an interesting test... and confirmation... and knowing just how capable and resourceful each of you are, I’m confident that we’ll catch up... as a team... **TOGETHER**!!

I read that, according to information issued by the International Association of Administrative Professionals, you are in good, and **ABUNDANT** company. The article I read goes on to state, “There are more than **22 million** admin professionals in the United States. Their roles are incredibly diverse — and often, these professionals go **above and beyond** their regular duties.” I bet you can relate!! (**Wait for the laugh**).

What began as a “Hallmark Moment” over half a century ago has become an annual day of acknowledgement in recognition of the “**glue**” that keeps the rest of us on track and functioning. You tirelessly dwell in a world built by spreadsheets and word processing applications... you’ve demonstrated your agility in swimming through piles of post-it’s and mountains of memos, juggling endless appointments.... you keep management, executives... the **WHOLE TEAM**... on track... you save countless details from falling through those dreaded “cracks.” You truly are the mortar that holds this.... and every other organization together. The better... more effective... more conscientious you are regarding the tasks at hand.... the better **we** are... to create, manage, innovate, and drive the varied machines that serve our clients and fulfill our collective purpose.

Every job... every function... every result produced in a company is predicated on the effectiveness and ownership demonstrated by each member of the team... and ultimately the company. Your capabilities and vigilance are directly apparent in everything we are able to accomplish. In the business world... **ESPECIALLY** in the times in which we find ourselves, the **GOOD** news is that we have more tools and apps and resources than ever before, dedicated to aiding in our collective success... the **BETTER** news is that we are more aware... of the business environment, of our competition... and of what it takes to stay on top of our professional game as we strive to continually refine and improve our skills and responses to industry demands. **NOW** is the time to continue to invest enthusiasm, curiosity, and constantly updated skills and knowledge as we commit to the purpose that our contributions to the workplace grow and produce even **MORE** positive results.

If you’re sitting in this room, you are **VALUED**. If you ever have the thought that you’re presence is... well... subtle... under the radar... less than critically, essentially necessary, it’s **NOT**. On behalf of our management, executives, colleagues, business associates, clients, and vendors, we want you to know that we value your dedication, input, and loyalty. We thank you for “getting the job done” consistently, effectively, and enthusiastically. **IT ALL STARTS WITH *YOU***!! Thank you!!