

The Secretary's Prayer

Dear Lord,

I NEED HELP. Help me to be a good secretary, and help me to have the memory of an elephant, or one at least three years long. Help me by some miracle to be able to do six things at once, answer four telephones at the same time while typing a letter that must go out today. And, when that letter doesn't get signed until tomorrow, give me the strength to keep from going over the brink of hysteria. Never let me lose patience, even when the boss has me searching the files for hours for data that is later discovered in his desk.

HELP ME to have the intelligence of a college professor; help me to understand and carry out all instructions without being given clear explanations. Let me know always just where the boss is, even though he left without telling me where he was going. And when the year ends, please let me have the foresight not to destroy records that will be asked for in a few weeks, even though I was told to destroy them all.

HELP ME to keep a level head and my feet on the ground, so that my secretarial performance will be a proper reflection of the pioneer women who made a place for me in the business world, and those who established me in a profession.

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