

In-Basket Exercise



In Basket / In Tray

Work Efficiently

Identify key issues

Set Priorities

Anticipate Problems

Explore issues

Suggest Options

Make Recommendation

Give Reasons

Sample Secretarial In Basket Test

Padhraic Smyth

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name Padhraic Smyth.

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