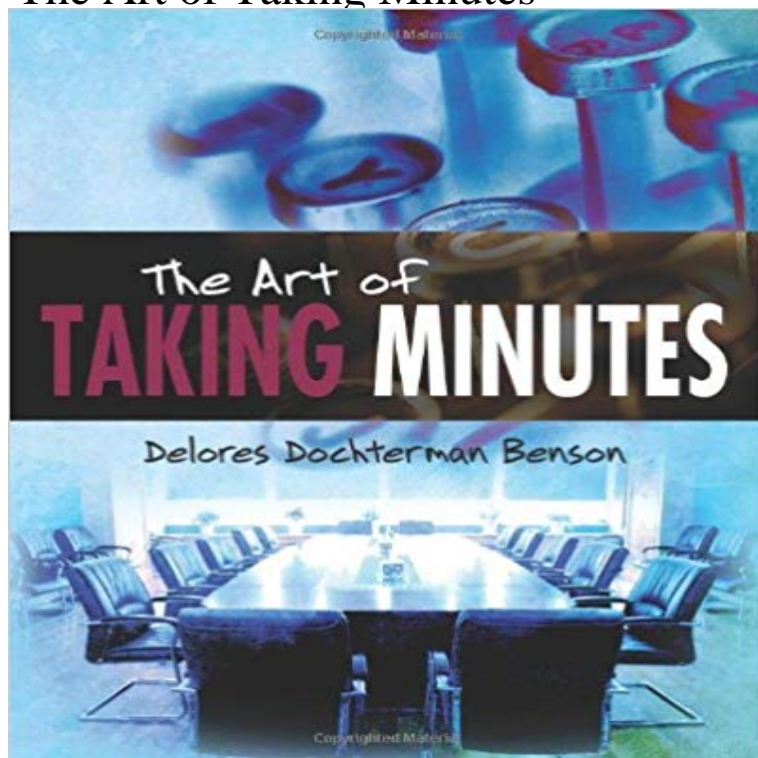


## The Art of Taking Minutes



Regardless of the nature of your organization, be it a homeowners association, non-profit, retreat, guild, or corporation, meetings are a very important part of the process. The ultimate teaching and reference tool, *The Art of Taking Minutes* guides the office professional of any level through the many steps of arranging meetings, putting together agendas, taking notes or minutes, transcribing them in a professional format, and doing the necessary follow-up to be successful. The first book of its kind covering the subject of meeting minutes when published in 1981, Delores Dochterman Bensons indispensable guide remains a leader in its field. With over one hundred sample templates and a chapter on the vocabulary associated with professional minutes, *The Art of Taking Minutes* is easy-to-understand and easy to put into practice. Though thirty years have passed since its initial publication, it remains a timeless resource and the most comprehensive and exhaustive primer written regarding meetings and minutes.

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**Delores Dochterman Benson (Author of *The Art of Taking Minutes*)** These notes can take many forms: they may be formal meeting minutes, In some cases, as with board meetings, taking the minutes is the minute takers sole. **none** Taking Minutes of Meetings: Set the Agenda Identify What to Note Write Accurate. +. *The Art of Taking Minutes*. +. Roberts Rules of Order Newly Revised In ***The Art of Minute Taking - Laughing All the Way to Work - blogger*** *The Art of Taking Minutes* [Delores Dochterman Benson] on . \*FREE\* shipping on qualifying offers. Regardless of the nature of your organization, ***The Art of Taking Minutes - - 1986 - Journal for Healthcare Quality*** ***The Art of Minute Taking - Victoria Professional and Executive*** Do you know how to take, prepare, and present minutes? Whether youre following the legislative bible Roberts Rules of Order or taking minutes in a less formal ***The Art of Taking Minutes - Delores Dochterman Benson - Google*** Taking Minutes of Meetings (Creating Success) [Joanna Gutmann] on . \*FREE\* shipping viewing this item? *The Art of Taking Minutes* Paperback. Find helpful customer reviews and review ratings for *The Art of Taking Minutes* at . Read honest and unbiased product reviews from our users.

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