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Robyn Bennett is an experienced and in-demand minute taker trainer, and author of Minute Taking Madness, which can be purchased from Amazon. For inspiring articles on minute taking go to www.minutesmadness.wordpress.com. For over 15 years, Robyn has led in excess of 500 plus minute taking courses for

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over 1,000 participants.

Minute Taking: A Team Effort - Executive Secretary

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Typing Madness | Type Faster with Practice

How to Deal with Last-Minute Madness. No matter how well you prepare, there will always be last-minute problems to solve. The hallmark of a great event is the ability to address last-minute problems directly and resolve them decisively. 1: Focus on the Event. Like a lot of event planners, you may be working on more than one event at a time.

How to Handle Last Minute Event Planning Chaos

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