

# How To Exceed Expectations

*Alexandra Curtis - Executive Assistant*



Bravo



why?



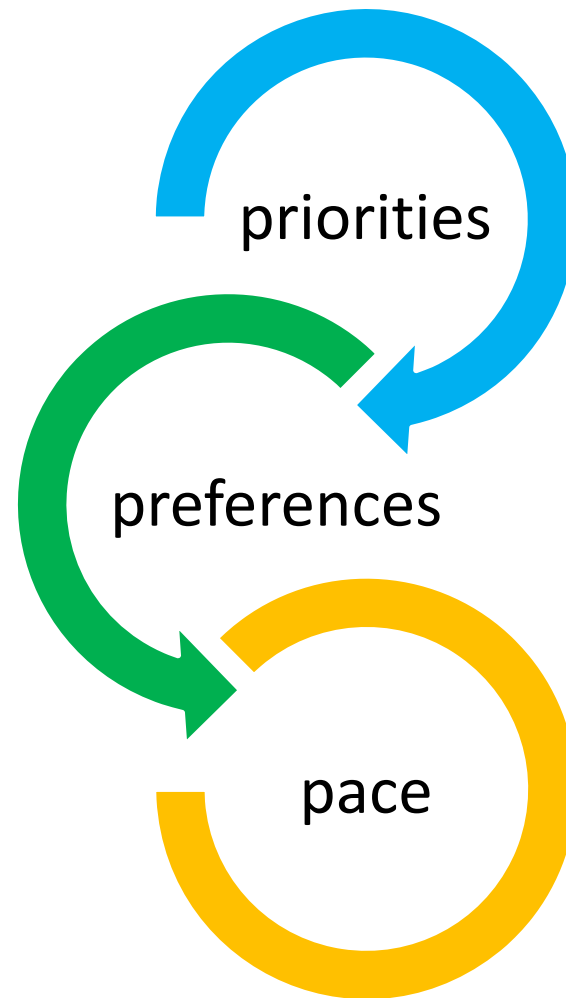
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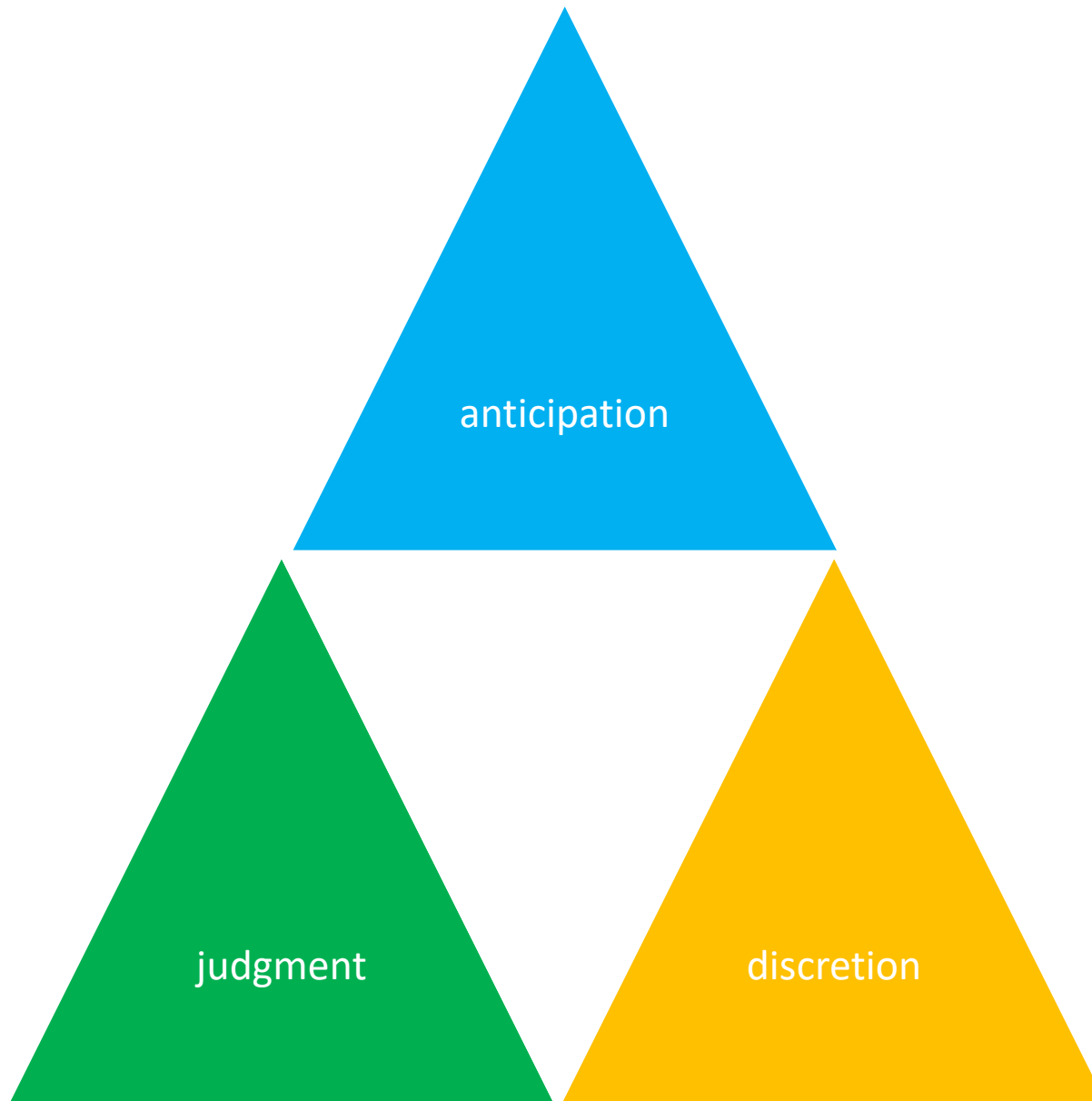
The feeling or belief that something will or should happen in the future

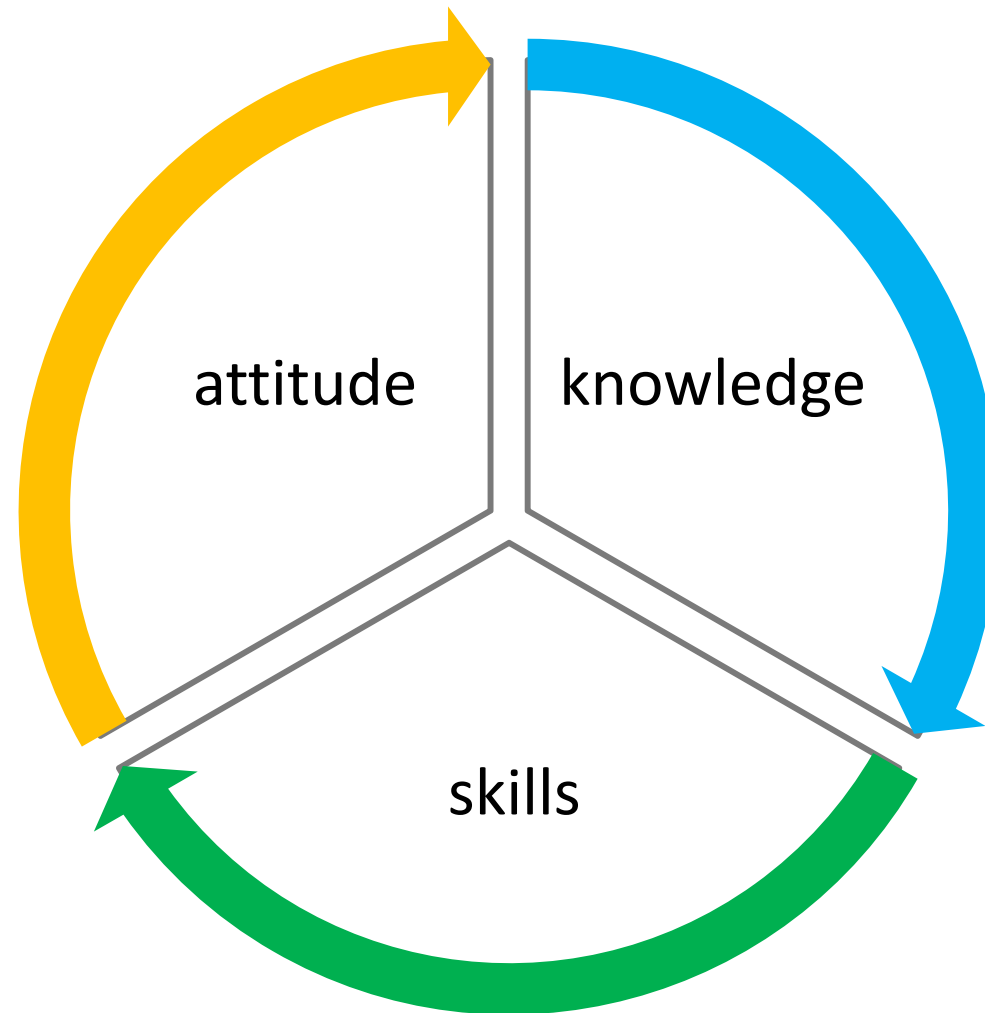
\* Cambridge English Dictionary

understanding your manager









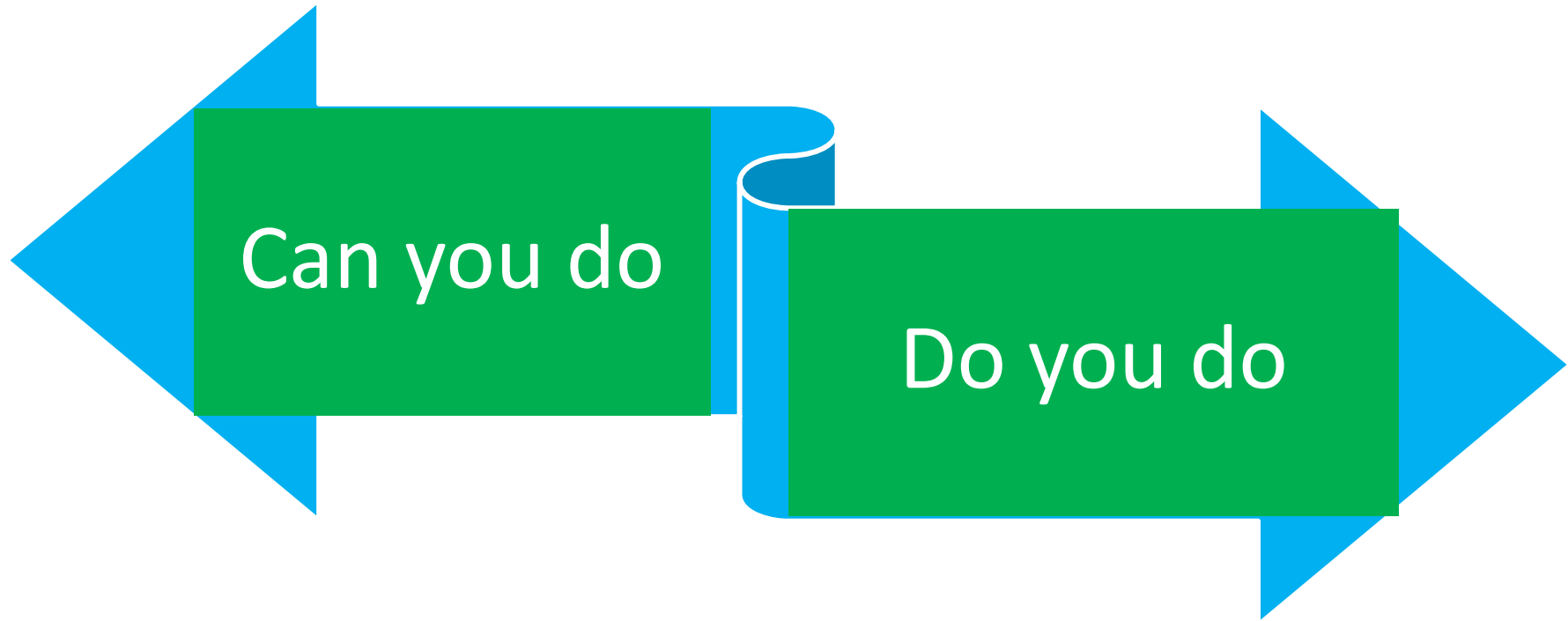


$$2 + 2 = ?$$



looking inward





Can you do

Do you do

tips and tricks



Calendar management

Email

Do it, Delete it, Delegate it

Projects

Organize, deputize, supervise

Consistency



'salt the hay'

preferential word order

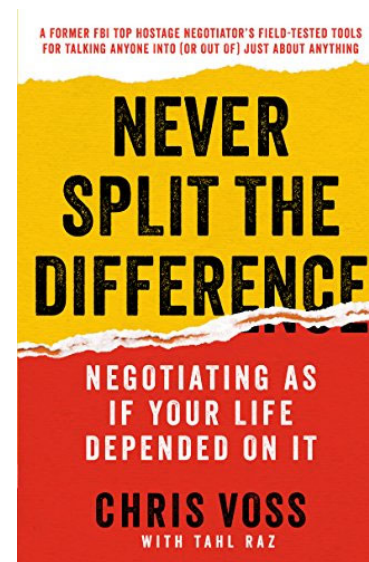
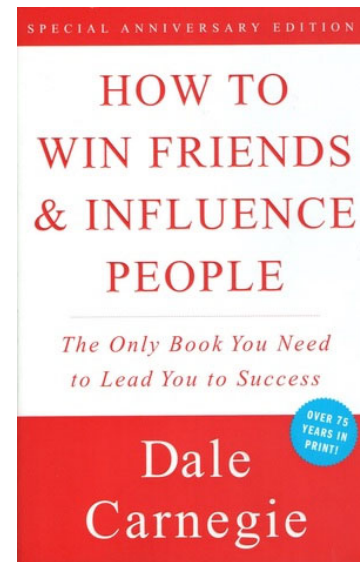
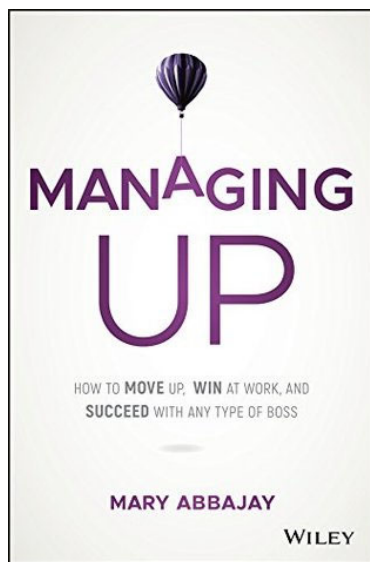
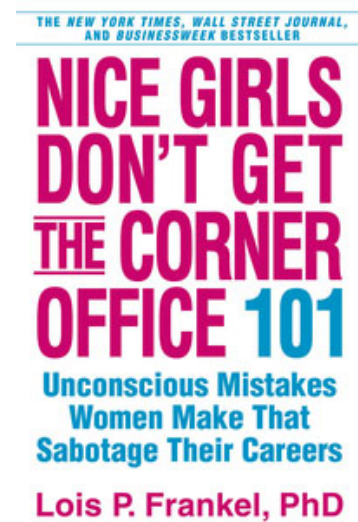
be a kindergarten teacher



inspiring reads







questions





**SpookySandwich**

@MarisaLange



If you think you have a stupid question,  
just remember NASA engineers once  
asked Sally Ride if 100 tampons were  
enough for a 7 day mission.

4:08 PM - Nov 19, 2014



148



11,950



16,532

