

Validation, inspiration, hot tips?

Let's connect on **LinkedIn** - <https://www.linkedin.com/in/julie-ambrosi-83a0b8141/>

Delve into Practically Perfect PA – **Nicky Christmas** is a godsend!

<https://www.practicallyperfectpa.com/>

Jeremy Burrows is everywhere and has useful stuff to download for free

<https://goburrows.com/> <https://www.linkedin.com/in/jeremyburrows/>

The delightful, multi-talented and ridiculously energetic **Debbie Mayo-Smith** (first encountered here at the EA Summit!) – great tips to take to that EA meeting

<https://debbiespeaks.com/>

The talented and authentic **Liz van Vliet** – great otw to work podcasts!

<http://beingindispensable.com/>

The feisty **Edwina Lee**

<http://www.whostherealboss.com/>

For a more conservative approach try **Margaret Young** Train My Admin in Ireland

<http://trainmyadmin.ie/about.html>

Elizabeth Harrin runs a great UK website for project management packed with tips and templates which are free to download

<https://www.girlsguidetopm.com/>

Kathy Caprino – LinkedIn legend <https://www.linkedin.com/in/kathycaprino/>

VIA Institute on Character – free online tests you can do for yourself or with your team

<https://viacharacter.org/character-strengths-via>

AIOP – Australian Institute of Office Professionals - Perth Chapter hold events throughout the year

<http://www.aiop.com.au>

Toastmasters

<https://www.toastmasters.org/> find clubs in your area - visit as many clubs as you like until you find the 'right fit', inexpensive and you can go at your own pace. Early morning/lunchtime/evenings. I'm a member of the Maylands Club; we're a social bunch ☺

Evaluate Your Priorities

- Kasia Orłowska-Meinen - Training, Coaching and Online Programs for Professionals and Individuals who want to Design their Ideal Life and Career <https://www.kasiaom.com/>
 - Holly Wainwright's 'I Don't List' article on MamaMia <https://mamamia.com.au/i-dont-list/>
 - Mental Load <https://www.elephantjournal.com/2017/09/the-mental-load-burning-women-out/>
 - Definition of Burnout https://en.wikipedia.org/wiki/Occupational_burnout
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Oh Hey WA run informative and fun walking tours through Perth and Northbridge. Adie will also arrange fully customised private tours perfect for any group outing or event – perfect for visitors and team-building. Gift vouchers for **Oh Hey WA** tied to a bottle make an excellent Christmas or thank you present. Highly recommended. <https://www.ohheywa.com.au/>

Key Takeaways

- Are you working in alignment with your values?
- Use/build/forgo a team – share the load. Everyone benefits.
- 'What would you do if you weren't afraid?' Be vulnerable/Be bold. Go for it!
- Mentoring – formal or informal; the reward is in the journey
- Admit to the gaps in your capabilities – ask for PD or look to your team
- Retain your integrity - what are your behaviour absolutes?
- Recognition is a basic need for our self-esteem – but it must be authentic
- Put boundaries around your role – be specific
- Uphold the Exec Assistant role as a profession
- Self-check – are you in the right job; working for the right company?
- Beware the burnout. Be vulnerable – ask for help
- Create self-preservation rituals – put on your own oxygen mask first
- Stop. Relax. Evaluate your priorities and act accordingly
- Create a Spanish Inquisition Form
- Find out what they want, and give it to them
- Prepare yourself for opportunities – think holistically

Shine!
