

The Art of the Modern EA

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We learn from our experience...

Being an EA is a unique position and it takes a unique set of skills to achieve long term success. It isn't easy and it isn't always fun. But, with the right tools, it can be a fulfilling and rewarding experience.



What is an art?

A skill acquired by experience, study, or observation

i.e., the *art* of making friends



We've all had these moments...



Some Qualities of a Modern EA

- Leadership
- Adaptability
- Organisation
- Time Management
- Proactive Anticipation of Needs
- Communication Skills
- Customer Service Skills
- Team Player
- Judgement
- Innovation
- Networker

EXECUTIVE
ASSISTANT
BY DAY
NINJA
BY NIGHT

Saving Nicky's Dad

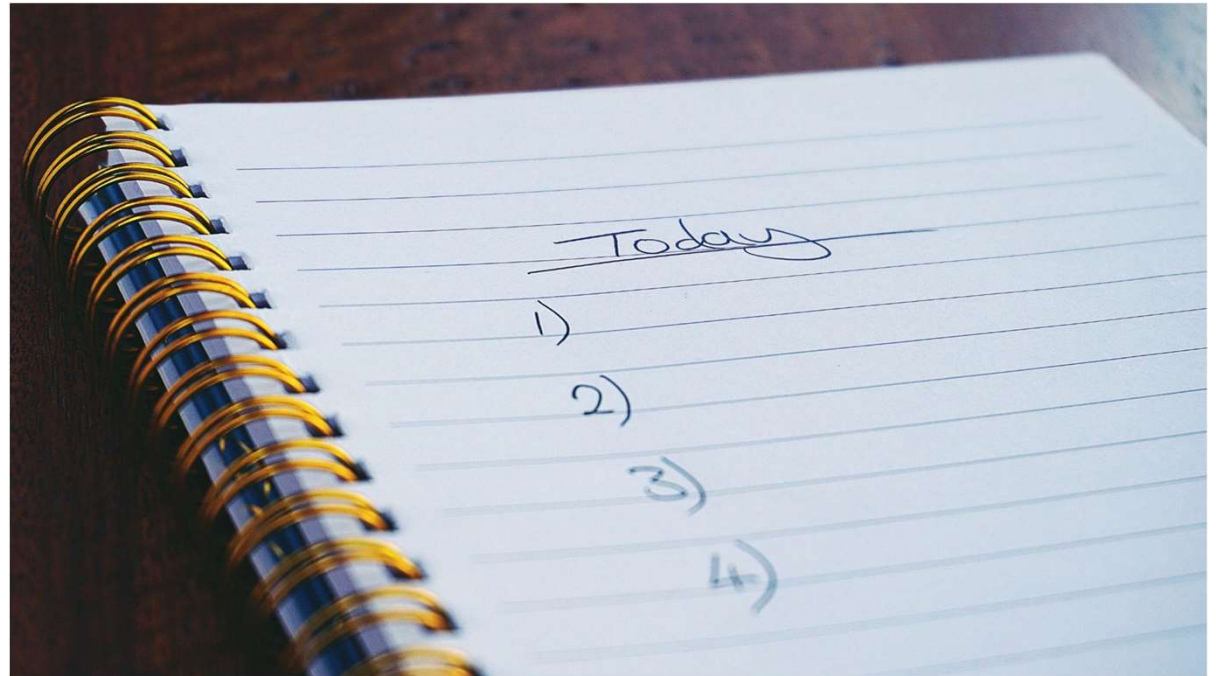


A Lucy Look-A-Look...



Priorities & Deadlines

- What's important?
- What's less important?
- What's going to burn down if it's not done now?



Juggling all of the balls...



- This is where learning and expertise kicks in
- It's okay, you're human!
- You can still be a master juggler.

Approach difficult conversations with confidence

- You ARE a leader. You are in this position because of your experience.
- 'Imposter Syndrome' is a thing.
- Your support creates value.
Validate yourself.



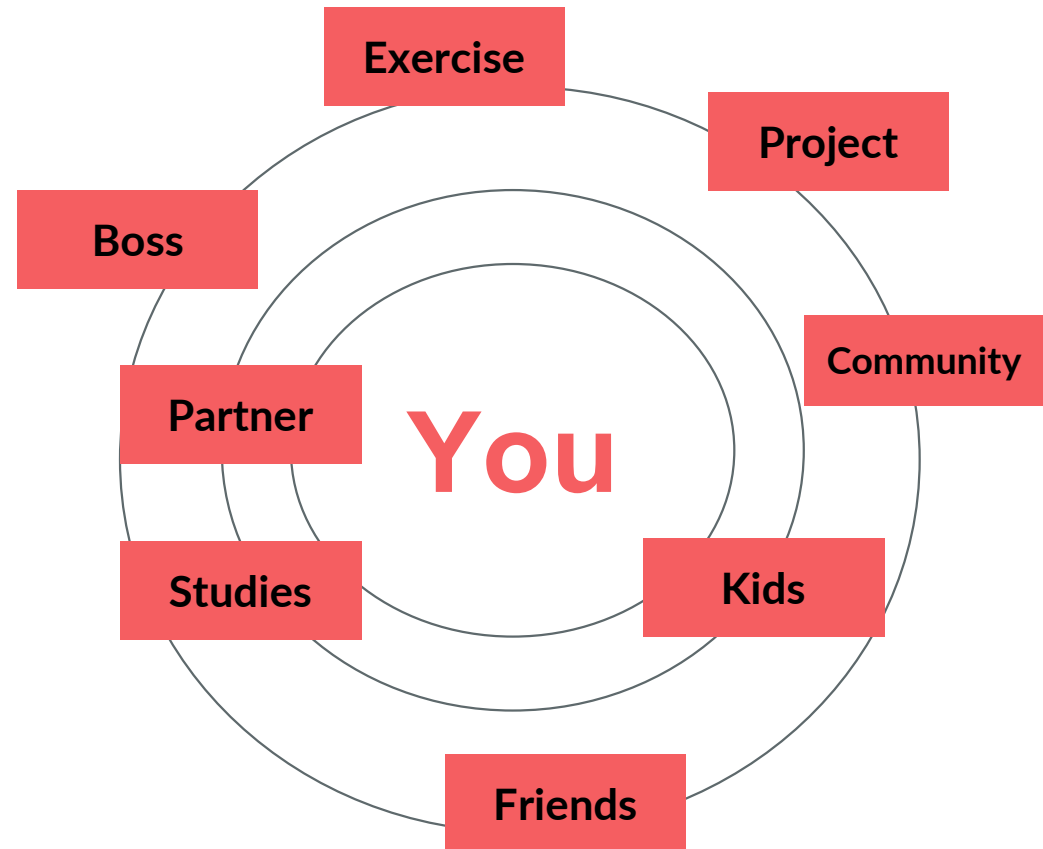
How to create buy-in



- An effective leader is one that creates a positive emotional impact on his/her environment.
- There's a degree of passion that goes into our roles.
- Your influence is an extension of your Executive's influence on the culture.

Boundaries & Focus - what's really important?

- You're at the centre of your life.
- You know how to do the work.
- **YOU** first.



Thank you!
