

Executive Assistant Daily Checklist



Morning Routine

- ☐ Check your executive's inbox and calendar for any urgent items.
- ☐ Answer important emails and phone calls.
- ☐ Review your to-do list and prioritize tasks for the day.
- ☐ Follow up on any outstanding tasks.
- ☐ Prepare for any meetings that your executive has scheduled.

Midday Work

- ☐ Continue working on prioritized tasks.
- ☐ Schedule meetings and appointments for your executive.
- ☐ Manage and plan your executive's travel arrangements.
- ☐ Prepare reports and presentations.
- ☐ Manage your executive's budget and expenses.

End-of-Day Activities

- ☐ Review your to-do list once again and finalize any remaining tasks.
- ☐ Prepare your executive's calendar and to-do list for the next day.
- ☐ Send out any final emails or reports.
- ☐ Organize your digital workspace and databases.

Additional Tasks

- ☐ Attend meetings to take minutes and follow up on the next steps of action.
- ☐ Manage your executive's and/or company's social media accounts.
- ☐ Coordinate with other departments and teams.
- ☐ Provide administrative support to your executive's team.
- ☐ Handle any other tasks as requested by your executive.

Executive Assistant Guide

Sue France



Executive Assistant Guide:

The Executive Assistant's Guide Mba Sherline Teressa Jones, 2024-08-26 Who Should Read This Book Aspiring executive assistants Current executive assistants looking to improve their skills Executives seeking to understand how to best utilize their assistants Anyone serving their organization in an administrative capacity

The Definitive Executive Assistant and Managerial Handbook, 2018 [The Definitive Executive Assistant and Managerial Handbook](#) Sue France, 2012-11-03 From best selling author and expert Sue France The Definitive Executive Assistant Managerial Handbook is the ultimate guide for anyone who wants to take their career development to the next level Placing special emphasis on personal leadership development as well as practical skills you will learn how to manage a small team climb the career ladder to gain more responsibility negotiate effectively and confidently manage a project It will teach you how to recruit and induct staff make decisions fairly and consistently build a productive team and environment and get noticed at work For ambitious Assistants who want to continually improve their skills The Definitive Executive Managerial Handbook is an indispensable guide helping you to maintain your professional image and achieve resounding success [The Definitive Executive Assistant & Managerial Handbook](#) Sue France, 2021-11-03 WINNER PA Voice Awards 2015 Best Book for a PA 1st edition With the world of work profoundly disrupted by artificial intelligence machine learning and COVID 19 the role of the executive assistant is changed forever Learn how to respond to these challenges and help create the better normal while developing the leadership skills necessary to thrive in a senior administrative position From bestselling author and expert Sue France The Definitive Executive Assistant Managerial Handbook is the ultimate guide to management in the context of an administrative role Placing an emphasis on both personal leadership and practical skills this new edition of the award winning book teaches readers to manage a team develop the emotional intelligence to understand their colleagues negotiate effectively and confidently manage a project Equipped with these tools readers will be ready to steer their teams to organizational success in any situation With new sections on best practice for managing remote workers and building a responsible relationship with new technologies The Definitive Executive Managerial Handbook is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills

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