

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

Kathleen Armour

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