

# Anatomy of an Executive Assistant

## SILVER TONGUE

Often deemed a miracle worker, a great EA is a go-getter by nature and a conversationalist by necessity.

## EAGLE EYES

A trait every EA hones to perfection, these let them recall past events, present the latest updates and predict future developments at a moment's notice.

## TITANIUM BACKBONE

Conviction and resilience get them going when facing rejections, demanding executives and tough on-the-fly decisions.

## POCKETFUL OF POST-ITS

When a to-do list looks more like an epic than a haiku, EAs rely on their trusty color-coordinated sticky notes to prioritize tasks.

## BULKY BINDER

What else could possibly fit all meeting agendas, minutes and board files?

## SUPERSONIC HEARING

On top of all industry news while also serving as their boss' listening ear for the concerns of other colleagues.

## BLUETOOTH HEADSET

Two hands are better than one - especially when compiling 100-page board packs in 30 minutes or finishing the day's other impossible tasks.

## SMARTPHONE AND BATTERY PACK

The ultimate tools for the 21st century EA, need we say more?

## CUP OF COFFEE

The only way to survive four rescheduled meetings and two cancelled flights for your boss - all before 10 in the morning.

## NIMBLE FEET

In a job where plans can change at the speed of a Viber message, EAs always have to be on their toes - anticipating everything and always making the direst situations work.



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# Executive Assistant Best Practices

**R Barnett**



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