

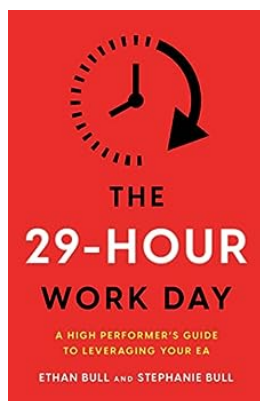
# The Ultimate High Performer Guide To Leveraging Your Executive Assistant

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Being a high performer in today's fast-paced business world requires more than just hard work and determination. It requires the ability to effectively leverage the resources and support available to you. One of the most valuable resources at your disposal is your Executive Assistant (EA). In this guide, we will explore the various ways you can harness the power of your EA to enhance your productivity, efficiency, and overall success.

## Why a High Performer Needs an Executive Assistant?

Before we delve into the strategies for leveraging your EA, let's first understand why having an EA is crucial for high performers. An EA is not just an administrative assistant; they are a partner, a confidant, and a trusted advisor. They can handle a myriad of tasks, freeing up your time to focus on the critical aspects of your work that require your expertise and attention. Your EA can manage your schedule, organize your meetings, screen your calls and emails, conduct research, handle logistics, and even help with personal tasks, ensuring that you can operate at peak performance.



## The 29-Hour Work Day : A High Performer's Guide to Leveraging Your EA by Ethan Bull (Kindle Edition)

★★★★★ 5 out of 5

Language : English

File size : 657 KB

Text-to-Speech : Enabled

Enhanced typesetting : Enabled

Word Wise : Enabled

Print length : 130 pages  
Lending : Enabled  
Screen Reader : Supported



## **Building a Strong Partnership:**

The key to effectively leveraging your EA begins with building a strong partnership based on trust, communication, and shared goals. It is essential to clearly define your expectations and establish open lines of communication. Regularly scheduled check-ins and debriefings can help ensure that you are both on the same page and working towards the same objectives. Regularly showing appreciation for their hard work and providing constructive feedback can further strengthen the partnership.

## **Delegating with Confidence:**

Delegating tasks to your EA is one of the most effective ways to leverage their skills and abilities. However, delegating can be challenging for some high performers who are used to being in control. To delegate effectively, you need to clearly communicate your expectations and provide the necessary resources and information. Remember that your EA is there to support you, so trust in their capabilities and empower them to take ownership of the tasks you delegate. Be open to new ideas and approaches, as your EA may have fresh perspectives that can benefit your work.

## **Maximizing Efficiency and Productivity:**

Your EA can help streamline and optimize your workflow, enhancing your efficiency and productivity. Utilize tools and technologies that facilitate seamless communication and task management between you and your assistant. This can

include shared calendars, project management software, collaboration platforms, and communication apps. By leveraging these tools, you can maintain real-time visibility into your EA's activities, deadlines, and progress, ensuring that tasks are completed on time and in line with your priorities.

### **Strategic Planning and Support:**

Your EA can be an invaluable asset when it comes to strategic planning and decision-making. They can conduct research, gather data, analyze trends, and provide insights that can aid in informed decision-making. Collaborate with your EA to set goals, develop action plans, and track progress. They can also help you stay organized and stay on top of deadlines, ensuring that important tasks and projects are not overlooked. By involving your EA in strategic discussions and seeking their input, you can benefit from their expertise and contribute to a more well-rounded decision-making process.

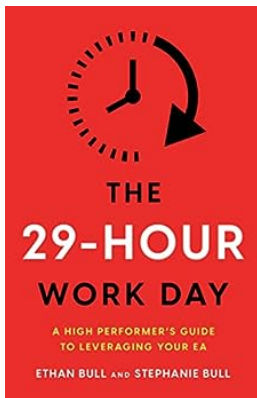
### **Maintaining Work-Life Balance:**

High performers often struggle with achieving a healthy work-life balance. Your EA can play a significant role in helping you achieve this balance by managing your schedule, prioritizing tasks, and providing support when you need time off. By entrusting your EA with the responsibility of overseeing your calendar and deadlines, you can reduce the risk of burnout and maintain a sustainable pace of work. Your EA can also assist with personal tasks, such as making reservations, booking appointments, and handling logistics, freeing up time for you to focus on your personal life.

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Leveraging your EA effectively is an essential skill for high performers looking to succeed in today's demanding business landscape. By building a strong partnership, delegating with confidence, maximizing efficiency and productivity,

seeking strategic planning support, and maintaining a healthy work-life balance, you can harness the full potential of your EA. Remember, your EA is not just an assistant – they are a critical ally in your quest for success. So, embrace their skills, trust their capabilities, and together, you can achieve new heights of performance and accomplishment.



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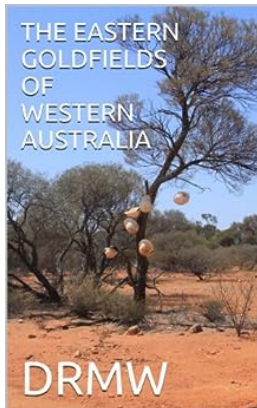


You understand the value of time—otherwise the C-suite would have been out of reach. But are you doing everything you can to maximize your time?

It's not enough to hire an executive assistant and hope for the best. They can be your project manager, personal assistant, and chief of staff—if you know how to cultivate a partnership.

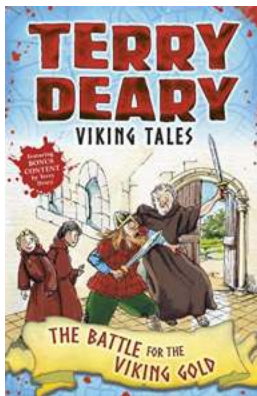
In *The 29-Hour Work Day*, EA specialists and ProAssisting founders Ethan Bull and Stephanie Bull reveal their framework for building an alliance with the right EA to support your professional and personal growth. Their five performance multipliers show how to hire a trustworthy assistant, establish expectations, and set guidelines that will enable you both to accomplish goals. Letting go of control

is hard, but with a strong support system, you gain the freedom to focus on the rest of your responsibilities. Learn how to communicate with your EA effectively, build a working relationship that endures, and find more hours in your day with this innovative approach to identifying your needs and gaining peace of mind.



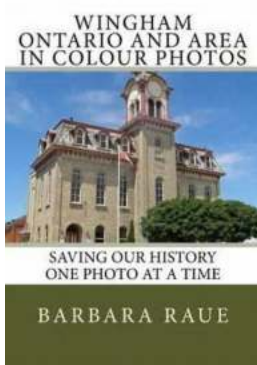
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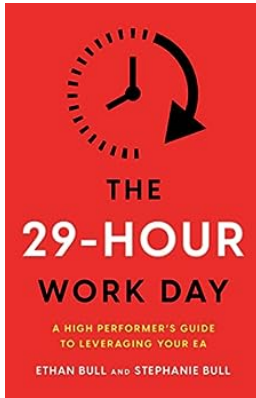
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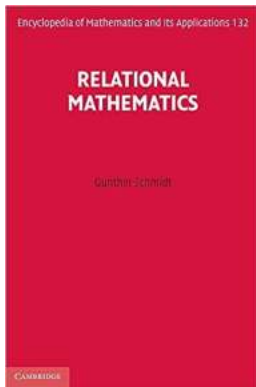
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