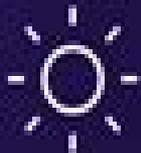


Executive Assistant Daily Checklist



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

SJ Ball



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