

EA Resources

Manage your exec's calendar quicker with these templates

When it comes to managing your exec's calendar, laying out every detail in the event description so they have everything at hand is critical but, it takes a lot of time to do.

Here are two templates from my career as an experienced EA and a superstar EA guide to help speed up your workflow until our [VAST EA Software](#) is launched very soon.

1. EA resources: Event Card + Trip Book
2. How to be a Superstar EA
3. Invitation to join our prelaunch list

Kind regards,



Molly Denham – Founder / Executive Assistant

P.S. Want to be an even better EA?

Join our prelaunch list for VAST EA Software [here](#)

Years developing these

Download the 2 Word Document templates that have helped me in my EA career here:

1. Event Card (Solved with VAST)

I put together an event card for each major social event or speaking engagement my exec attended

[Download here: vastcsuite.com/eventcard](https://vastcsuite.com/eventcard)

2. Trip Book (Solved with VAST)

Here is another template that tracks all of their movements and changes as they happen

[Download here: vastcsuite.com/tripbook](https://vastcsuite.com/tripbook)

Easily organize important details in your exec's calendar so you can be the superstar EA they can't live without

Discover the software at vastcsuite.com

10 Tips to Excel Your Career

These quick tips will help propel you to the next level of your career and thrive as a superstar assistant.

1. Learn Your Exec's Field

Educate yourself in whatever field your executive belongs. Learn the language, know the players, and understand their perspective. I recommend subscribing to the same newsletters as your executive, add their topics to your news aggregator, get on the same mailing lists. Some of the information may not make sense when you first start but over time, you will pick up terminology and ideas that will be of value to your executive and make you an invaluable resource.

2. Keep Every Bit Of Information

Having knowledge and being able to properly use it is how good EAs become outstanding EAs. As the assistant, other people are constantly dropping data into your lap. A birthday here, vehicle information for parking there, a comment about a child's sporting event. If a person gives you their vehicle information, keep it...you won't have to ask next time they visit as you will already be ahead of the game. Something as simple as knowing a person's birthday and making a comment to them if you happen to see them makes a big impression and a big difference.

3. Verify It's Booked

I can't tell you how many times this bit me in the rear before I got it through my head that not everyone is as thorough or detailed as I or my executive may expect. If someone tells you "yes, we have your reservation", get a confirmation number or a reservation email. Always make sure you are 100% sure the information is accurate before you factor it into your planning or pass it on to your executive.

4. Words Matter

Choose your words carefully; they really do matter. A hastily written comment in an email can easily be mistaken for a sour tone or unintended criticism. When it is chaotic, we don't have time to ponder over every word we write. I recommend taking that extra second to put yourself into the receiver's mind and re-read everything before you hit send or print.

5. Organize, Organize, Organize

This is a secret weapon every superstar assistant must possess to keep up with our executive and on top of our to-do list. If you keep everything organized and in its place, including your office file system, task lists and even your executive's office you will always have what you need at your fingertips. A little extra time in the front will pay off big in the end when you are able to find what your executive needs in seconds or even before they realize they need it.

6. Develop A Trusting Relationship

This is not as easy as it sounds. You have to be able to trust your executive and he/she has to be able to trust you. When trust is at its peak, your effectiveness will flourish. The fastest way to gain trust is to be reliable and honest. Be open with your executive about your skills and abilities. Be upfront if there is something outside of your scope of ability. Just be willing to learn quickly and to apply what you learn. If you made a mistake (and we all do!), be the first to say what happened and how you plan to fix it. Having a ready solution to an error is always helpful in soothing disappointed executives.

7. Know What Is Around The Corner

It is the assistant's job to know what is coming and to plan accordingly. Your executive may not be focused on anything past today and tomorrow; you need to be that spotter and look ahead to what may be coming so he/she can be prepared when it arrives. That may mean looking ahead to see if there is preparation needed for a big event or if there are pre-requisites for an upcoming travel. Always think ahead and look around the corner for your executive since they are likely not looking up from their phone while moving forward.

8. Be The First Impression

The assistant is usually one of the first contacts an individual may have with your executive. This could be through a phone call, an email, or a quick 2-minute conversation at the office. Whatever the case, you are an extension of your executive. You set the tone for what the other person can expect when meeting with your executive. Make sure you keep this in mind when interacting with others, both within and outside of your organization. When treated with professionalism and care, this automatically translates and transfers to your executive and puts him/her one step ahead in any situation.

9. Know Your Role

It is imperative you understand what your executive expects from you. This is more than just your job description (though that is an excellent source to start with). Talk with your executive about your role and learn what they want and need. Some executives have a clear-cut picture of what they want an assistant to do, and others really need help in crafting their vision. Either way, it is up to you as the assistant to make sure you know where and how you fit in. Your role will evolve over time, this is normal and should be expected. I would encourage you to continue periodic check-ins with your executive to make sure their expectations are evolving at the same pace as your task requirements and to-do lists.

10. Scooby Doo Where Are You!?

After 30+ years as an assistant, I have seen almost most everything. One of the most challenging things to deal with is trying to read your executive's mind. I often feel like I should open my own detective agency...my executive asks me to find "the tall, blonde woman I spoke to 3 weeks ago, I don't remember her name". What!? How many tall blonde women have come in/out of the office. At the end of the day, my job is to make it work and make it happen. As you move along in your career, you will come against some odd and seemingly impossible requests. Stay calm, work your network and resources, and ask for help when you need it. Sometimes, the answer takes a bit of sleuthing, but it can be found. And when a truly impossible task is thrust your way, I defer to #6 on this list.

Join our prelaunch list of 100's of EAs

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