

*Miss Jones*

THE CORPORATE INSIDER

# WORKING WITH YOUR BOSS EFFECTIVELY



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# TIPS TO STRUCTURE AN EXECUTIVES TIME

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## IDENTIFY AREAS IN WHICH YOUR EXECUTIVE NEEDS MAXIMUM ASSISTANCE

Observing the general tendencies of an executive can give the assistant a glimpse into their general routine. While every executive is different, most follow a rigorous schedule that has been developed by their assistants.

## MOVE AWAY FROM TRADITIONAL CALENDARS TO SOFTWARE BASED CALENDARS

Online calendars are not only more convenient, but they also create links between multiple communication devices. If a meeting is accepted by the executive it is then automatically added to their running schedule

## ACT AS A GATEKEEPER AND DECIDE THE LENGTH AND LOCATION OF ALL MEETINGS

Many executives have a number of teams to oversee. They spend on average over half their time in face-to-face meetings. Therefore it is essential that you understand their preference for meeting times and locations.

## UNDERSTAND THAT SOME MEETINGS WILL NEED LONGER THAN OTHERS

For example, many CEOs feel a sense of obligation to direct the lower level managers. Interdepartmental meetings can involve a lot of preparation for employees and executives, and can therefore run on longer than expected.

## BE AWARE OF WHEN YOUR EXECUTIVE WILL BE AVAILABLE

Executives will often be over worked, therefore it is important that they have time to relax. As an EA there are plenty of ways to keep an executive informed without cutting into their free time.

## ACTIVE COMMUNICATION BETWEEN THE EXECUTIVE AND EA IS ESSENTIAL

Executives should feel free to bounce ideas off their assistant in a variety of circumstances. If any executive feels uncomfortable with their assistant, they might withhold crucial strategic decisions that can affect their job.

## EXECUTIVES WOULDN'T BE ABLE TO FUNCTION EFFECTIVELY WITHOUT THEIR ASSISTANTS

The role of EA has transformed the way business professionals communicate inside and out of an organization. From creating itineraries, facilitating communication, and being the ultimate problem solver, executive assistants are crucial to the success of upper-level management. Understanding the value of an executive's time will propel executive assistants to make the most influential strategic decisions for any organization.

# 6 QUESTIONS ASSISTANTS SHOULD ASK THEIR BOSS

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## WHAT'S ONE THING I COULD DO TO MAKE YOUR JOB LESS STRESSFUL THIS WEEK?

Be prepared to answer this question before you ask it. In other words, there is probably something you already know you could help your boss with that would make their job less stressful.

## IN WHAT WAY DO I FRUSTRATE YOU? HOW WOULD YOU RECOMMEND I CHANGE?

Yes, it can be very humbling, but if your boss is frustrated about something you are (or aren't) doing, you should want to know. Just remember this – don't take what they say personally.

## WHAT'S MY GREATEST STRENGTH? DO YOU BELIEVE THIS STRENGTH IS BEING UTILIZED?

Ask them this question and if they can't think of anything, remind them what you're good at, so you can begin to work more from your strengths. You could be the best person in the company at putting together slide decks, but your executive team insists on doing it themselves.

## IS THERE A TASK OR PROJECT YOU'RE WORKING ON THAT I COULD TAKE CARE OF?

Don't let your boss micro-manage or work on tasks that aren't in their job description. Maybe they feel bad giving you more to do. Or they don't trust you to be able to handle it. Whatever their reasoning, this is your chance to step up and take more off their plate so the company can succeed.

## COULD WE REARRANGE OUR CALENDARS TO MAKE THINGS EASIER, MORE ENJOYABLE, AND MORE PRODUCTIVE FOR YOU?

The answer to this question should always be, "Yes." You should be aware of what meetings your boss should or should not be attending. Make it a priority to sit down with them and do an audit of their calendar.

## HOW CAN I HELP YOU PRIORITIZE YOUR TO-DO LIST FOR THE WEEK?

Many executives know what they need to do, but they get overwhelmed and don't know where to start. This is where you can help them break their to-do list down into bite-sized tasks. Then, you both can work together to prioritize the list so they don't miss anything important.