

4 Ways to Create Trust with Your Assistant

1

Give them access to your calendar & email :

This allows them to anticipate needs and get insight into your life.

2

Schedule a daily, consistent meeting with your assistant and KEEP it.

Show up on time and don't cancel it unless it's an emergency.

This doesn't need to be a long meeting, it just needs to have a consistent cadence.

3

Monitor your days over a 5 day business period. Watch for what you hate to do, procrastinate doing and don't have time to get to. This list will be a helpful tool for your assistant to know what they can help create space with.

4

Institute a daily wrap up cadence. You can use a daily wrap up email that we suggest, or any other form of communication that works for you. This is a place for your assistant to let you know what they've accomplished that day and what's on their list for tomorrow. This will help you with micromanagement and provide clear insight into how they can be most effective for you.