



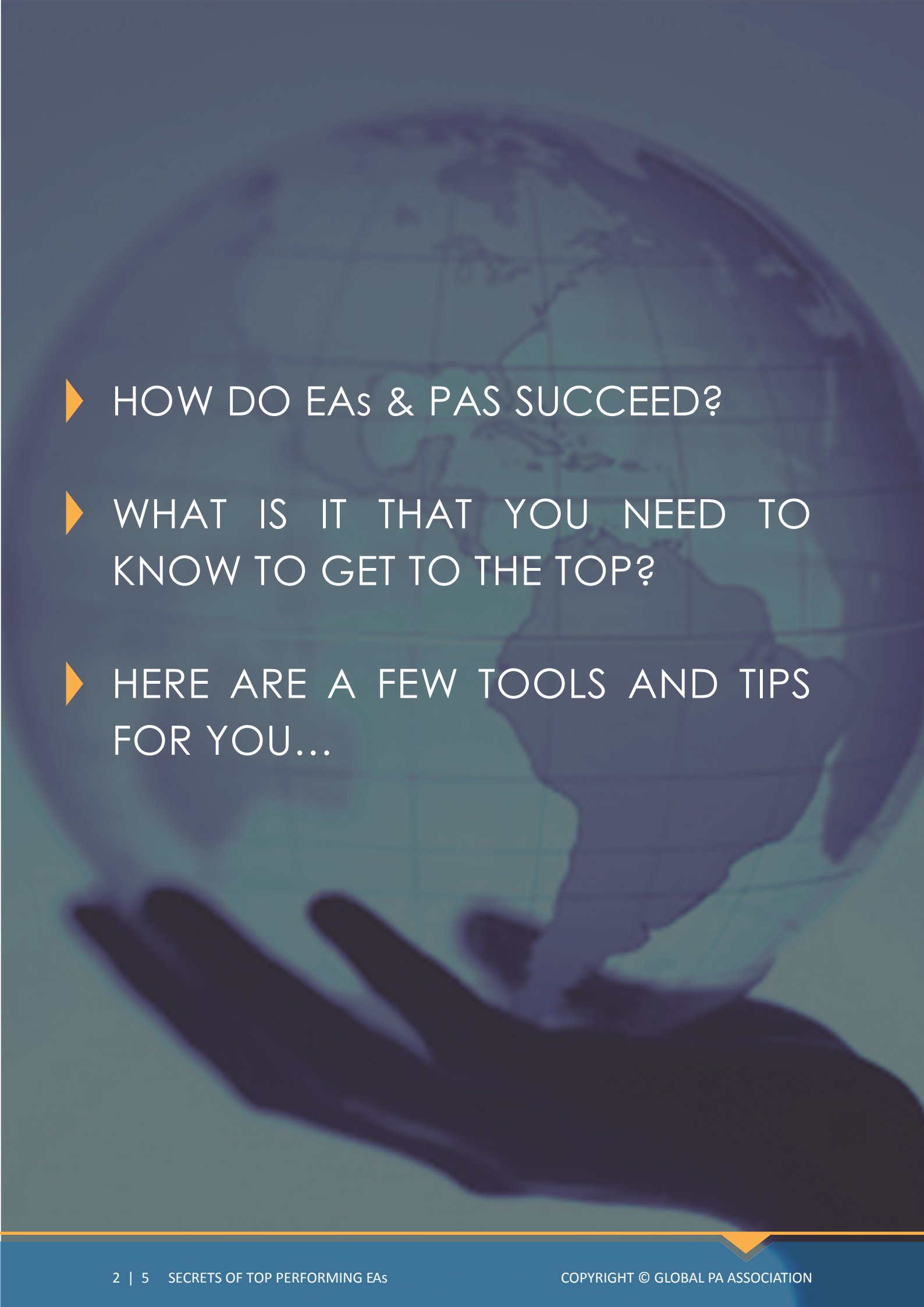
# 5 SECRETS

SAVVY, INFLUENTIAL, CURIOUS, UNIQUE, DYNAMIC



GLOBAL  
**PA** Association

[www.globalpa-association.com](http://www.globalpa-association.com)

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- ▶ HOW DO EAs & PAS SUCCEED?
  - ▶ WHAT IS IT THAT YOU NEED TO KNOW TO GET TO THE TOP?
  - ▶ HERE ARE A FEW TOOLS AND TIPS FOR YOU...

## SECRET 1: FIRST THINGS FIRST.....BE SAVVY

Be the 'in the know' EA – SMART & INTELLIGENT

Have an enquiring mind

Be interested in the business

Know its Mission & Purpose

Who's Who?

Check Linked In

## SECRET 2: INFLUENTIAL

Did you know that EAs are key influencers at Director level? Are you using your influence positively?

Remember that top EAs make great CEOs themselves, you have the helicopter view of the organisation and you learn a lot....

Create a positive environment for yourself where associates, colleagues and clients feel safe connecting to you

Create an aura of trust, loyalty and confidence

Remember you are THE SWAN gliding serenely across the surface of the lake (whilst paddling furiously underneath!)

## SECRET 3: BE CURIOUS

How curious are you? Do you just accept the status quo or do you have ambition and want to progress?

Be curious about yourself – where are you going? What type of EA do you want to be? Work with royalty, government, parliament, hnwi, public sector,

public companies, charities, not for profit organisations....the list of opportunities is endless....

Happy where you are? That's great too!

Now be curious about your current role?

What can you do better to support your boss?

What stresses the boss, how you can help more?

Do you need to sit your boss down and really talk about how you work together?

What do you think could be done better?

#### SECRET 4: UNIQUE

Your role is unique in the workplace.

You are:

The juggler

A multi-tasker

Eyes, Ears and 2nd brain of your boss

The creative problem solver

You are the engine room of the ship

You steer and navigate through smooth and stormy waters with calmness and professionalism

You give 100% and more to your boss and they know it

You take the heat and pressure out of situations and smooth furrowed brows! Celebrate your uniqueness



## SECRET 5: DYNAMIC

Your dynamism comes from your high energy and your relentless pursuit of perfectionism. Invest in your Professional Development. Attend our ILM & CPD Professional Development Courses.

You keep your energy levels high by exercising, eating well, rehydrating and setting an example to other EAs who aspire to be like you!

EAs, PAs & Assistants are special at the Global PA Association.  
Everything we do is to support you.

Become a Global PA today. We look forward to having you on board.

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