

TOP 10 WAYS A CAO CAN EFFECTIVELY USE THEIR EXECUTIVE ASSISTANT TO IMPROVE THEIR PRODUCTIVITY

As a CAO or Senior Manager, using your Executive Assistant effectively, and delegating is one of the most valuable ways to improve your productivity and better balance priorities. Your Executive Assistant is there to make your life easier and they want you to be as successful as possible.

CAMA's **"Toolkit for the Effective Executive Assistant to the CAO"** provides a chapter specifically for the CAO/Senior Manager to provide guidance on ways to build a partnership with your Executive Assistant, along with advice on the hiring process (with a sample job description/posting, interview questions) and a business case to Council if you don't currently have a staff member in this position. There are also tips on communication, performance evaluations, supporting their professional goals, and delegating more so you can concentrate on the high-level strategic direction of the organization.



The Top Ten Ways a CAO Can Effectively Use Their Executive Assistant to Improve Their Productivity

- 1 Help Them Understand Your Municipal World
- 2 Share your Specific Preferences
- 3 Communicate Daily & Effectively
- 4 Be Honest and Clear About Your Expectations
- 5 Give Constructive Feedback
- 6 Delegate
- 7 Build a Respectful & Trusting Relationship
- 8 Show Your Gratitude, Appreciation & Support
- 9 Inclusion
- 10 Don't be a Bottleneck