

# PLANETARYMOTION

INSIDE ACCESS TO SPECIAL PROMOTIONS AND HELPFUL TIPS

## REIMAGINE YOURSELF



Joanne Linden, Sr. Partner  
PlanetAdmin LLC.

### Become the Executive Assistant You've Always Wanted To Be.

Are you one of the thousands of people whose company is in a downturn and are at risk of losing your job, or worse you've been laid off recently? Well, this could be the best thing that's happened to you in years. You're probably not seeing it that way, but let me explain. It's quite possible that you were in the same job for the last five or more years, doing the same thing day in and day out. You got along well with your manager and your peers, but you knew something was lacking; there was no excitement, no challenge.

#### What better time than now to reimagine yourself.

By going to a new company where you are an unknown, you can become the executive assistant you've always wanted to be. There are no preconceived notions of what you're capable of or what you've done in the past. This is a clean slate, your chance to shine. Think of an executive assistant that you have worked with that you admire. What was it about her that makes her stand out in your eyes? Take some time and really analyze what it is about this person that you would want to emulate.

#### Some ideas that come to my mind are:

**1. Professional appearance** – you're already aware how important this is during your interview process. You know the drill...suit, nice shoes, not too many accessories, nothing flashy or too trendy. However, many people leave this attire for just the interview and then once they have the job, they go back to their old habits of casual Friday every day. You don't have to spend a fortune to ramp up your professional

appearance. Simply adding a tailored jacket will change any outfit to appropriate work attire. Also keeping your clothes well maintained and shoes polished will show that you take pride in your appearance.

**2. Position or title** – if it's their position or title that you're interested in, do your homework and find out what the job description and requirements are for that position. Then take an inventory of your qualifications. How do they compare? What are you lacking? Now may be the perfect time to take classes to acquire those skills. If you are on a friendly basis with the assistant that you admire, invite her out for lunch and ask her how she got to her position. End by asking her to be your mentor. If she says yes, research exactly what your responsibilities are as a mentee. Don't expect her to come with all the answers. You need to know what to ask.

**3. Respect of peers** – this is a combination of 1 and 2 above, but it doesn't stop there. You don't have to be in a high ranking position to have the respect of your peers. Be known as the person who does not get involved in office politics or the rumor mill. You'll find as the new kid on the block that people will want to "fill you in" on the people you'll be working with.

**Don't fall into their trap.** Even if you're just listening politely until you can extricate yourself, they'll think you're buying into their opinions. Stop it before it starts by simply saying "I appreciate your wanting to bring me up to speed, but I like to form my own opinion of people once I've had a chance to work with them for a while."

These are just a few ideas you can put into practice the very first day of your new job. And most importantly you'll be on your way to becoming the executive assistant you've always wanted to be. The good news is that you don't have to lose your job in order to **reimagine yourself**. You can start making these changes in your current job to position yourself for better opportunities within your company.

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