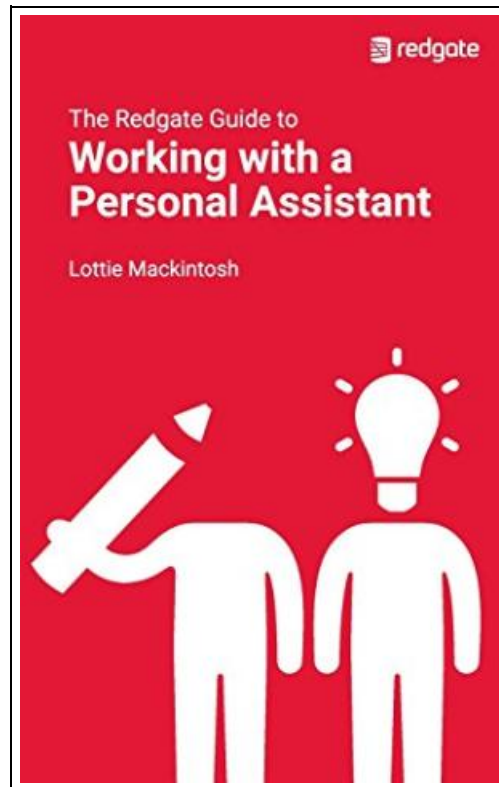


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THE REDGATE GUIDE TO WORKING WITH A PERSONAL ASSISTANT (PAPERBACK)



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Red Gate Books, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. The Redgate Guide to working with a Personal Assistant is a practical guide to getting more from your PA. It s designed for executives that are new to personal support, or for those who are struggling to make a working relationship with a PA effective. We wrote it with Redgate, an innovative company that prides itself on continuous improvement, in mind but we ve learnt a lot over the years and we like to share. If you re lucky enough to have a PA the chances are your role is make or break for your business. You re a decision maker, you manage managers and you re often switching between contexts and trying to keep track of too much information. A PA, working with you in an effective team, can help to minimize context switching, and to manage the flow of information so that you have to keep less in your head. They can reduce your actual workload, and have a huge impact on your overall effectiveness and the impression you make on your business. This book will give you real and tangible advice on how to develop that effective Executive/PA team.



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