

EA FACTIONTM

Navigating Business Storms

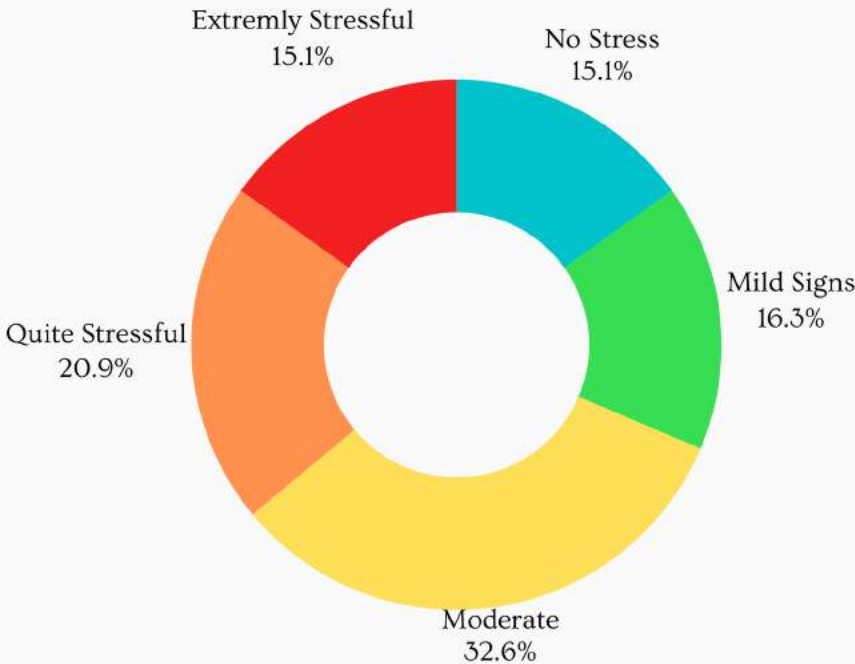
RUBY PRECILLA

MONDAY VS STRESS
THE EA POLL

MAULIK UYAS
FEATURED EA

HOW STRESSFUL IS A NORMAL MONDAY?

How EAs feel about Monday Stress



I voted for the poll “Moderate” because I think its stressfull as in due to weekends the work or designated tasks keeps pending and certain stakeholders are only available on weekdays which keep me waiting to complete certain job. I personally don’t like piling up my work but it sometimes happens on Monday as it is followed by weekends
- **Tanaya Banerjee, EA at Seimens**

Monday's are more stressful as the pending work of Fridays + the combination of 2 non working days wherein your leadership is have already taken lot of action during the weekend and add on to your upcoming meetings that are already waiting for you on Monday... So Basically if you are working in workoholic organisation... We end up doing 4 days of work on 1 day which is Monday
- **Vandana Singh , EA at NSDC**

1. Strategies my week in advance
 - a. Prioritizing tasks
 - b. Practicing mindfulness
 - c. Maintaining a healthy work-life balance
2. Seek support from Colleagues\ Friends is also beneficial in managing stress
- **Preeti Singh Thakur**

because of various things to be donea on a monday - rearranging schedules, resolving conflicts, new tasks to be done and it is basically unpredictable
- **Divya Ravichandran**

I repot to APAC Head and nothing stays as planned and we are an agency .. so client is the king... the day starts with crisis and regional chaos.
- **Chhavi**

Becoz most of my weeks work comes with a big bang on Monday's and the expectation is that you try to get it done the moment its given to you.
- **Zelda**

FEATURED EA

MAULIK VYAS



What motivated you to pursue a career as an executive assistant?

Having B.tech degree I was in technical management field but then I came across EA Opportunity where I am able to get into shoe of an Enterprenuer and rather than focusing on only one aspect of organization to having an umbrella view of organization, that is inspiring for me as an EA

How was your first day as Executive Assistant?

It was great , Our MD asked to me go and observe each department and asked to prepare my conclusion report around overall organization health later he identified 3 points from that report and asked me to imapact on those area with support of HODs.

Tell me about a challenging situation you faced while supporting an executive. How did you handle it?

As an EA you are always expected to maintain team spirit within department ,one of potetial challenge I faced around that sometimes there is rivalry between two deparments and align them with common goal setting was one the challenge I faced in past. For that I have scheduled meeting between both teams and resolved all communication gaps in the same meeting. By eliminating gaps I was able to enroll them to a common vision. such kind of task will bring best coordination and communication skill out of you



What steps do you take to stay organized and ensure you meet deadlines consistently?

To stay organized as said earlier I start my day 30 min prior which gives me an edge to plan your day better and organize your task as per priority. And It's not always you meet deadline but it is very much important to be in communication with your executives and keep them updated if deadline to be stretched.

What steps do you take to stay organized and ensure you meet deadlines consistently?

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What do you enjoy most about being an executive assistant, and how do you handle the challenges that come with the role?

I enjoy being between high calibre people and understand their perspective around business. This role offers very diverse task not like some repetitive task. You also get new challenges everytime and that's the beauty of this role.

Handling challenges is been in center of this job, you need to be always prepared and equipped with right mindset it is that simple. you always need to think like I am the only owner and if you think that way you can solve many challenges.

What do you believe are the most important qualities or skills for an executive assistant to possess?

1. Effective coordination and communication
2. People's management
3. And an EA must be agile to adopt new things and challenges.

These three I reckon as top most required to be in EA

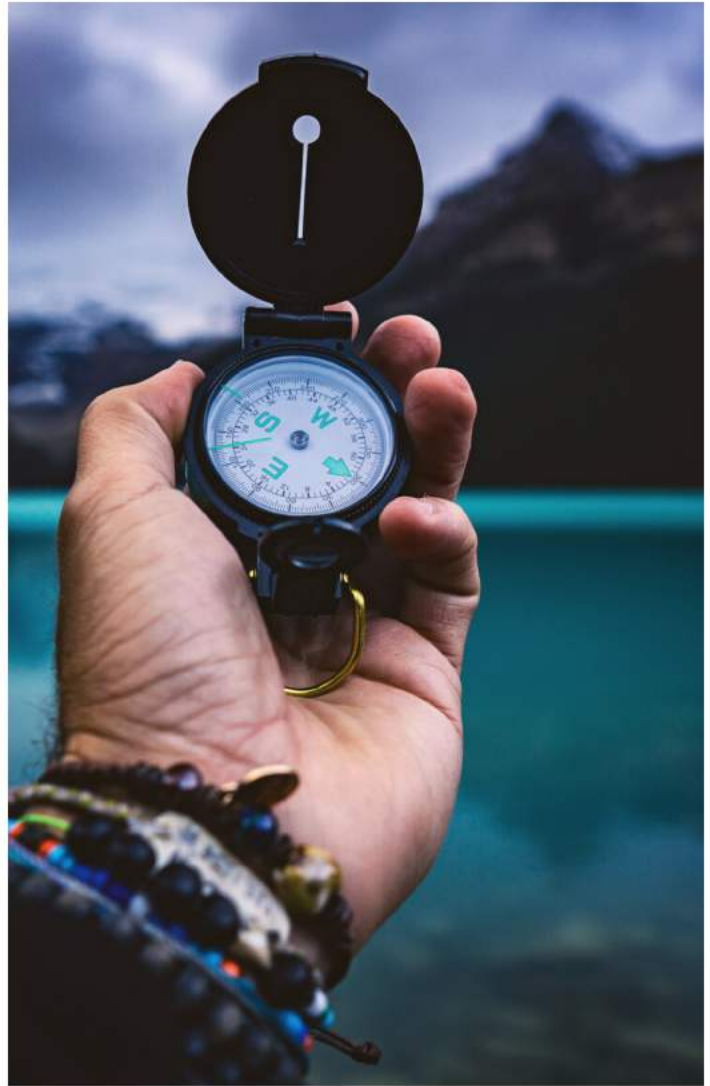
What are your strategies for staying updated on industry trends and best practices in executive support?

1. I follow similar Industry people on LinkedIn and stay updated with industry trend
2. I maintain good rapport with HODs and other members of organization who can be very instrumental to get you grounded with industry info
3. In my current role I prepare news summary every day of specific industry to provide updates to executives which help me too in acquiring Industry specific trends and business info

Navigating Business Storms: The Crucial Role of Executive Assistants

Ruby Priscilla

In the ever-evolving realm of business, Executive Assistants (EAs) stand as silent architects, wielding skills beyond conventional administrative tasks. This is particularly evident during business emergencies, where their adeptness at crisis management becomes the cornerstone for organizational stability.



The Anchor in Crisis: Unveiling the Essential Role of EAs

When crises unfold, an Executive Assistant emerges as the linchpin, maintaining composure, prioritizing tasks, and navigating challenges seamlessly. From sudden market downturns to global health crises, EAs adapt swiftly, ensuring the continuity of essential operations.

The Communication Hub: EAs Fostering Unity and Resilience

During crises, EAs become the central communication hub, orchestrating seamless information flow between top management, departments, and external stakeholders. This transparent communication fosters unity, boosts morale, and maintains a resilient work environment.

Proactive Problem-Solving: A Strength That Sets EAs Apart

One of the distinctive strengths of an Executive Assistant lies in their proactive problem-solving approach. EAs anticipate issues, develop contingency plans, and execute them with precision. This foresight not only mitigates the impact of emergencies but positions the business for a rapid recovery.

Resource Optimization Mastery: EAs' Strategic Contribution

Resource optimization is another forte of Executive Assistants. They adeptly reallocate resources – be it personnel, finances, or technology – addressing the most critical needs of the business during emergencies. This strategic resource management not only weathers the storm but positions the company for future success.

Resource Optimization Mastery: EAs' Strategic Contribution

Recognizing and harnessing the full potential of Executive Assistants during emergencies is crucial for companies and managers. The seamless functioning of critical operations, maintained communication channels, and efficient resource allocation contribute to the overall resilience of the organization.

In conclusion, Executive Assistants are the unsung heroes in navigating business emergencies, with their unique skill set positioning them as invaluable assets. The lessons learned from the COVID-19 crisis underscore the instrumental role EAs play in ensuring business continuity, making them key players in building resilient organizations prepared to face future uncertainties.

COVID-19: A Testament to EAs' Resilience and Innovation

The unprecedented challenges posed by the COVID-19 pandemic highlighted the invaluable contributions of Executive Assistants. They played a pivotal role in swiftly organizing remote work setups, facilitating seamless communication channels, and managing logistical intricacies with finesse. EAs became the bedrock of crisis communication, disseminating crucial information with efficiency.



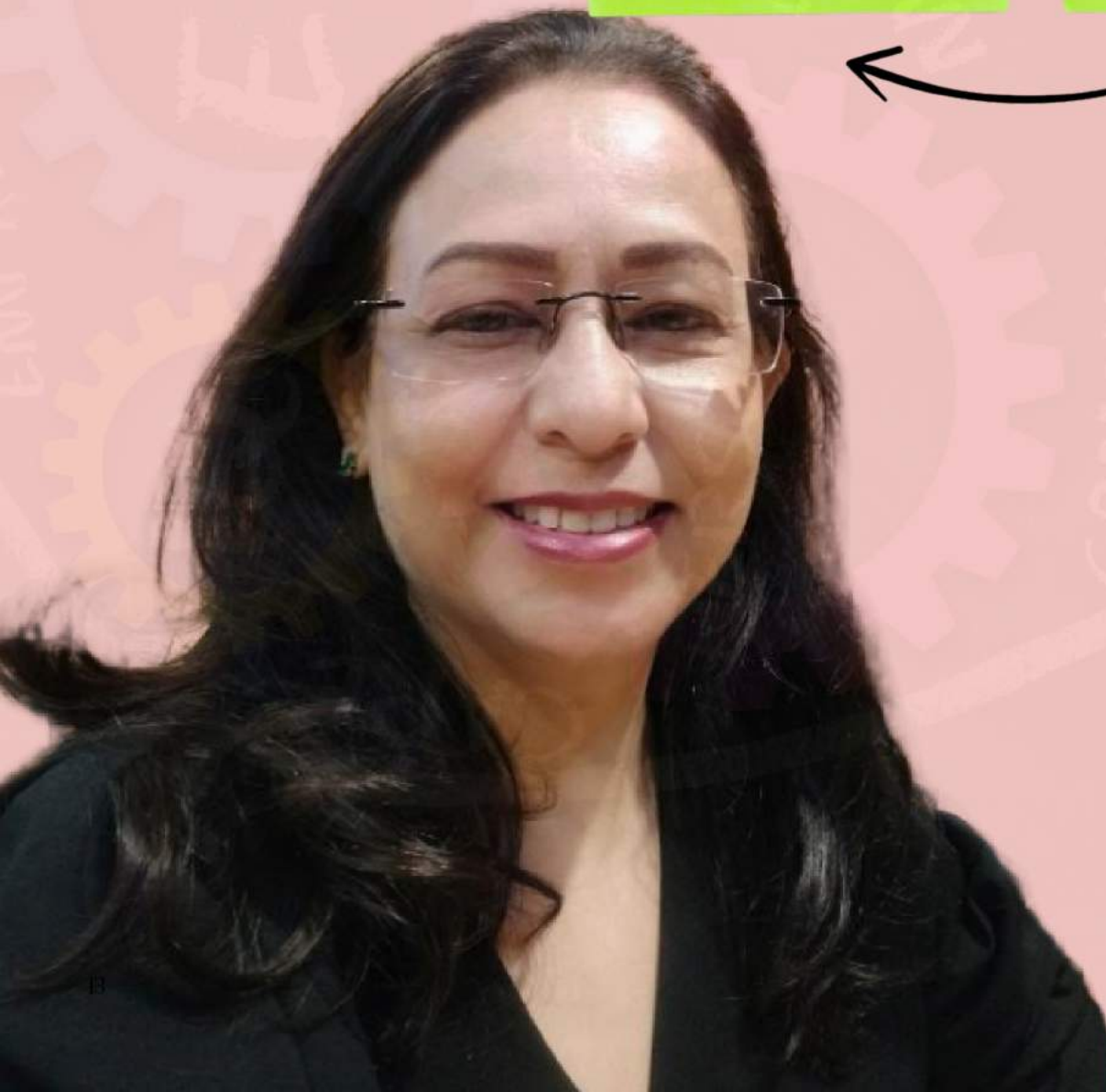
Author - Ruby Precilla

TRAINING HIGHLIGHTS - 1

EMOTIONAL INTELLIGENCE (EQ) VERSUS INTELLIGENCE QUOTIENT (IQ)

IQ
KNOW
HOW

EQ
KNOW
YOU



Training by Vandana on Emotional Intelligence (EQ) versus Intelligence Quotient (IQ) in the workplace was nothing short of exceptional. With a keen understanding of the dynamics between EQ and IQ, Vandana effortlessly engaged both management and peers in a thought-provoking session that left a lasting impact.

Her approach was a perfect blend of theoretical insights and practical applications, ensuring that participants not only grasped the conceptual differences between EQ and IQ but also understood how these factors play out in real-world professional scenarios.

Her ability to tailor her communication style to resonate with both management and peers fostered an inclusive learning environment. She seamlessly bridged the gap between theoretical concepts and their relevance in the workplace, emphasizing the importance of emotional intelligence in leadership and team dynamics.

Throughout the training, she encouraged open dialogue and facilitated discussions that allowed participants to share their experiences and insights. This interactive approach not only enriched the learning process but also created a collaborative atmosphere, strengthening the bonds within the team.

Her delivery was marked by clarity, enthusiasm, and a genuine passion for the subject matter. Vandana effectively illustrated how a high IQ alone may not guarantee success in a professional setting, underscoring the pivotal role emotional intelligence plays in fostering effective communication, conflict resolution, and overall team productivity.

TRAINING HIGHLIGHTS - 2

EXPERT TRAINING ON MICROSOFT 365: A FOCUS ON PLANNERS, TO-DO, AND TASKS



Know your Speaker



MALABIKA SARMA


Executive Assistant at Apptad Inc.

Malabika is EA to the Founder and Senior Leadership at Apptad Inc. She is an uninominal powerhouse supporting multi functions like business operations, training & compliance, HR functions, project administration, and other initiatives spanning across India and US locations.

With a diverse background in business operations, executive support complimented with soft skills training at companies like IBM Daksh, AonHewitt and Apptad, she has brings forth valuable insights though pervasive challenge of task management across various sectors of the workforce.

Eager to contribute her expertise, she aspires to share her knowledge within the EA FACTION community and foster mutual growth within the family.

 13 Jan'2024

 3.00 – 4.00 pm

Join India's Largest EA network

Malabika, a guiding force in digital collaboration, delivered a focused Microsoft 365 training, emphasizing Planners, To-Do, and Tasks. Beginning with Microsoft Planner, she navigated functionalities, emphasizing seamless integration within the Microsoft 365 ecosystem. Real-world examples enhanced practical understanding.

Transitioning to Microsoft To-Do, she demystified personal and collaborative task management, offering hands-on tips. The integration of tasks into Teams was highlighted, creating a unified workspace. Her emphasis on consolidating discussions within Teams resonated with participants.

Skilfully addressing queries, she fostered active engagement, adapting content to team challenges. Teams gained proficiency in leveraging tools, enhancing collaboration and productivity. Beyond the session, Malabika left teams confident in navigating Microsoft 365 effectively.

In conclusion, her expertise demystifying Microsoft 365 tools stands as a testament to enhanced team collaboration and productivity, making her an invaluable asset.

WORKING: ON MYSELF BY MYSELF FOR MYSELF

*Valentines Day
Theme*



SELF LOVE

GROWING PROFESSIONALLY



We asked, what are the ...

DIFFERENT EXPRESSIONS OF SELF LOVE

and they answered...



Self Awareness
Self Compassion
Boundaries
NO to negative self

criticism

Excercise

Meditation

Reading Books

Me Time

Waking early

Retrospection

Creativity

Stop Comparing ourselves

Be Positive

Show Gratitude

Time with Pets

Family

Belief in Self

Affirmations

Healthy Diet

Hobbies

Mirror Work-motivation

What do you think EAs can do as a practice of self love in their career or how do you want organizations to help to create a growth focused environment for themselves and happy successful workplaces!

Be focused on the task at hand (not just the job), take vacations properly at least twice a year, family always needs to be a priority, be mindful and aware at ALL times with surroundings, people, relationships.

"• Align values with work: Choose a career path or role that aligns with your personal values and passions. When your work is meaningful to you, it can contribute to a sense of fulfillment and well-being.

• Set boundaries: EAs often have a strong drive to make a difference, but it's important to set boundaries to prevent burnout. Learn to recognize when you need to take breaks, delegate tasks, or say no to additional responsibilities.

• Practice self-care: Incorporate regular self-care practices into your routine, such as exercise, meditation, hobbies, or spending time with loved ones. Taking care of your physical and emotional well-being is essential for sustaining long-term effectiveness.

• Seek growth opportunities: EAs are often motivated by a desire to learn and improve. Take advantage of opportunities for professional development, whether it's through formal education, training programs, mentorship, or networking.

• Connect with community: Surround yourself with supportive colleagues, mentors, and fellow EAs who share your values and goals. Building a strong support network can provide encouragement, accountability, and perspective.

• Reflect on impact: Take time to reflect on the impact of your work and celebrate your achievements, no matter how small they may seem. Recognizing your contributions can boost morale and motivation.

"

Try to prioritise your work such that u get some time to think n not act as a machine - Cooperation in the work and help learn new things and gain knowledge - Acknowledgement / Recognition

EAs can Try to reduce partiality and improve healthy conversation within organisation.

Am EA can practice self love by setting boundaries, taking breaks and recharging one self, celebrating achievement,

As an EA we can constantly uplift ourselves by patting our own back if something great is done as it's least appreciated profession don't wait others to do that because ultimate as an EA we only know we put our soul into work

A small holiday trip with family without official calls which in-mates confidence to bounce back more efficiently than prior

For self-love EAs can do skill enhancement as per the company requirements and changing market. They can extract & meet up with other EA and help out each other.

"Learn to say NO politely and accept work that truly gives you joy and helps you closer to your dreams.

Foster only positive relationships and surround yourselves with high achievers and go-getters and don't let anything get you because the tough always get going when the going gets tough..they don't wait around.

Always keep learning and learn something new everyday it keeps your grey cells healthy.

Accept change gracefully and don't react cause remember Change is constant !!!"

Self-love is slowing down when needed. understanding the priorities while considering mental health and physical health as a priority too.

Via trainings and sponsorship for an EA get together

"For self-love and growth, EA should set boundaries as per their roles and responsibilities, always look for skill development and trainings, build a network, most important is self-care.

For organization, they should look for EAs learning and development areas, provide opportunities to expand their skills and knowledge, should have reward system for EAs, help to create channel to connect with all the employees with management, also support for work-life balance."

Give respect and take respect is my policy. I expect my managers to respect me and not do micromanagement.

"Fostering a culture of learning: Creating a culture that values curiosity, experimentation, and continuous learning encourages employees to seek out new challenges and opportunities for growth.

Promoting work-life balance: Offering flexible work arrangements, promoting time off for self-care, and discouraging overwork contribute to a healthy work-life balance and overall well-being."

"Continuous learning is the only key to nurture and grow for any individual. The day we accept that we know everything, from that day onwards we start falling down in career.

Entrusting employees with more responsibilities and create a cross-learning environment where every employee can come forward at any stage for his/her career and they are not judged in any way. "

Keep recognizing the EA's efforts with powerful words.

Better remuneration, entertainment activities.

Give them a seat at the table. Include them in meetings and discussions

As a human being I set boundaries between work and personal life and organizations should introduce Recognition programs to acknowledge the hard work and contributions of EAs

if you need to be featured or want to write an article please contact
us at hi@ea-faction.in

MINAKSHI M
LEAD - MEDIA & COMMS

YOU ARE NEVER
TOO OLD TO
REINVENT
YOURSELF