
EA Collaboration Guide

Harnessing the Synergy of
Two Executive Assistants

QUICKSTART VERSION



EA Collaboration Guide

Harnessing the Synergy of Two Executive Assistants

QUICKSTART VERSION

ROLES DEFINED

Operational EA (Oriya)

Manages real-time tasks like calendar, communications, travel.

Strategic EA (Maddie)

Focuses on long-term projects, research, business finances.

DIVERSITY IN SKILLS

Together, they offer complete support.

Oriya leans towards PR and creativity.

Maddie excels in business and detail-orientation.

PRIORITIZE COMMUNICATION

Weekly and bi-monthly meetings keep everyone on track. Directly address the right EA for specific issues.

PREVENT OVERLAPPING

Ensure clarity on responsibilities to avoid confusion.

Use structured feedback sessions and tools like Asana for task clarity.

EFFECTIVE COLLABORATION

Shared calendars and tools like Asana and Microsoft Teams streamline work. Avoid scattered communication.



EA Collaboration Guide

Harnessing the Synergy of Two Executive Assistants

QUICKSTART VERSION

DESIGNATED WORKFLOW

Assign tasks based on strengths.

Respect the EAs' extended work hours, ensuring they get rest and avoid burnout.

TEAM UNITY

Despite distinct roles, both EAs are a united force. Mutual respect and regular communication are essential.

FEEDBACK IS VITAL

Regular, specific feedback for each EA ensures growth and alignment.

ENCOURAGE GROWTH

Tailored training for each EA. Include courses and book reports related to their functions.