

From Framework to Action

A practical companion to my interactive learning toolkit. Use these examples when you need words, a plan or a better way to explain your work.

01 Connecting the Dots

TASK → IMPACT → BUSINESS VALUE

THE SITUATION

You reorganised a senior leader's diary to protect time for a key decision.

WHAT YOU COULD SAY / DO

Instead of "I moved meetings", try: "I made space for the leadership team to review the proposal before the deadline."

WHY THIS HELPS

The task is the diary change. The result is time to review. The wider value is a better chance of a timely, informed decision. Only claim what you know happened.

YOUR NEXT STEP

Write down one task. Ask "What changed?" and then "So what?" until you can explain why it mattered.

02 SEE

SPOT → EXPRESS → EMBED

THE SITUATION

Actions agreed in leadership meetings keep coming back because nobody is sure who owns them.

WHAT YOU COULD SAY / DO

"I've noticed a few actions are returning to the agenda. Could we agree one owner and a due date before each meeting ends?"

WHY THIS HELPS

You have spotted a pattern, offered a simple change and opened a conversation. Embed means checking later whether the new habit is helping.

YOUR NEXT STEP

Try the change for a few meetings. Ask the team whether actions are clearer, then adjust if needed.

03 TTT

TIMING → TONE → TURF

THE SITUATION

Your executive requests an urgent diary change that will affect other agreed priorities.

WHAT YOU COULD SAY / DO

"I can do that. Can we check which commitment you'd like me to move so I protect the right priority?"

WHY THIS HELPS

Timing: raise it before changing the diary. Tone: helpful, not defensive. Turf: choose a quick private conversation, not a busy group chat.

YOUR NEXT STEP

Before a tricky conversation, write down the best moment, the one point you need to make and where to say it.

Make the next conversation count

Two more ways to build trust and influence, followed by a simple plan you can use this week.

04 ACE

ALIGN → COMMUNICATE → ELEVATE

THE SITUATION

You have been asked to arrange a leadership offsite, but the purpose is not yet clear.

WHAT YOU COULD SAY / DO

"Before I put the agenda together, what do you most want the team to decide or leave with?" Then share a short progress update and suggest a way to make the session more useful.

WHY THIS HELPS

Align links your work to the real goal. Communicate makes progress clear. Elevate means improving the result, not only completing the request.

YOUR NEXT STEP

At the start of your next project, agree the outcome. Halfway through, share a useful update. At the end, ask what worked.

05 USA

UNDERSTAND YOUR VALUE → STRATEGIC STEPS → AMPLIFY YOUR IMPACT

THE SITUATION

You often spot risks before senior meetings, but this skill rarely comes up in your development conversations.

WHAT YOU COULD SAY / DO

"I noticed the briefing was missing a key decision. I checked it with the right person before the meeting, which helped the discussion stay on track."

WHY THIS HELPS

Understand: name the strength and gather an example. Strategic Steps: look for ways to use it more often. Amplify: explain the result to the people who need to know.

YOUR NEXT STEP

Keep one real example this week. Decide where you can use that strength next, and share the outcome at your next check-in.

A NOTE FROM JODIE

I'm a practising C-Suite Executive Assistant, speaker, trainer and career coach. I've learnt that good work doesn't always explain itself. These are the tools I use to help assistants spot what matters, have better conversations and show the difference they make.

Pick one example to try this week. If you want to explore these frameworks in more depth, I work through them with clients in 1:1 coaching and team training. Find out more at jodiemeares.com.