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# Executive assistant self performance review examples

## Executive assistant self review examples. Executive assistant performance review examples. Examples of self evaluation for executive assistant.

Skip to content Self-evaluation is a necessary component of being successful — both in the corporate, professional sense and in terms of personal growth. All employees have to fill out a performance evaluation at some point to review their areas of strengths and weaknesses and discuss their skills for possible promotions. But a career self-assessment isn't easy to fill out for most employees. A self-evaluation form asks a lot of blunt questions, and performance appraisals about yourself can feel awkward.

How to Prepare for a Conversation to Review Your Performance, when you have to. 2016, when changes have been made to the performance appraisal process, you will need to understand the changes and how they affect you. See our Employee Information page for more information.

### Conducting a Self-Evaluation

A self-evaluation is a report that you write about your own performance. It is a way to reflect on your work and to discuss your strengths and weaknesses. It is also a way to set goals for the future. You should write a self-evaluation every year. It is a good idea to write a self-evaluation even if you are not being evaluated. It is a good idea to write a self-evaluation even if you are not being evaluated. It is a good idea to write a self-evaluation even if you are not being evaluated.

**What are the benefits of a self-evaluation?**

Self-evaluations can help you to identify your strengths and weaknesses. They can also help you to set goals for the future. Self-evaluations can help you to identify your strengths and weaknesses. They can also help you to set goals for the future. Self-evaluations can help you to identify your strengths and weaknesses. They can also help you to set goals for the future.

**How do you write a self-evaluation?**

When you write a self-evaluation, you should be honest and objective. You should also be specific. You should use examples to illustrate your points. You should also be realistic. You should not set unrealistic goals. You should also be realistic. You should not set unrealistic goals.

**What are some tips for writing a self-evaluation?**

Be honest and objective. Use specific examples. Be realistic. Set realistic goals. Be realistic. Set realistic goals. Be realistic. Set realistic goals. Be realistic. Set realistic goals.

Here's how to fill one out well. Sample Self-Evaluation Template Your company may provide you with a self-evaluation form to complete, but if they don't—and even if they do—you can use these prompts to guide your reflection. Be as specific as possible, pointing to specific numbers, projects, and tasks completed, as well as goals for the future. For example, if you're a social media manager, you might point to the number of followers you gained on Twitter and the number you hope to gain in the coming year. Title: Main responsibilities: Responsibilities Projects for which you served as a lead: Projects in which you participated/specific roles: Results of projects (be specific): Other responsibilities assumed outside of your job description: Goals for the coming year (be specific): Goals for the next five years: 9 Self-Evaluation Examples That Your Boss Will Love Here are nine ways to write your best leadership-assessment self-appraisal without sounding (or feeling!) conceited. These self-evaluation examples should help you prepare. 1. Use numbers to your advantage. When in doubt fall back to numbers. First of all, any good self-appraisal has metrics, but it's also a great way to let the results speak for themselves. [automobile engineering notes pdf anna university](#) Rather than writing "Had great team success in 2017!" try something like "Outperformed 2017 sales goals by over 135 percent." 2.

### III. Co-ordinator assistant performance plan

**Public works**

- To be able to identify the main problems of the community and to be able to solve them.
- To be able to identify the main problems of the community and to be able to solve them.
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**Supervisors**

- To be able to identify the main problems of the community and to be able to solve them.
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**Community and Services Assistant**

**Public works**

- To be able to identify the main problems of the community and to be able to solve them.
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- To be able to identify the main problems of the community and to be able to solve them.

Speak for your results. People sometimes say, "The results speak for themselves!" Nope, this isn't how it works. You must give your results voice. Rather than assuming your manager remembers the great marketing campaign idea you had in July, try giving it a voice! Example: "Conceived and pitched Q3 marketing program to all layers of the senior management team. Resulting program yielded 3x more exposure than the previous Q3 and double the exposure of Q1 and Q2 combined." 3. Allow yourself plenty of time to write. [discourse theory and political analysis.pdf](#) A well-written review for yourself or anyone else should take time. This is not something that you should slap together in 20 minutes and call it a day. Dedicate work time to your review. Rather than slapping something together in a matter of minutes on a Friday afternoon, try to mark off time on your calendar multiple times over a week or two to work on your written review. 4. Write results in real-time or find a way to bring yourself back. It's helpful to take notes for an annual review throughout the year but if you haven't done this don't panic. One of my personal favorite tricks is to look back through my Outlook calendar and take myself back to what I was thinking at that time, what mattered to me and my partners, what my team's goals were, etc. Get yourself into the headspace you were in to recall what was going on and what results you were driving. Rather than forcing yourself to remember all the details once a year, try taking notes for your self-evaluation as the year goes on! 5. Peer review. You wouldn't submit your resume to your dream job without getting someone to proof it, would you?

**The Effective Executive Assistant**  
A Guide to Creating Long-Term Career Success

**Unique Challenges**

**Direct in the Line of Fire Contact with "The Boss"**  
The Executive Assistant will always interact directly with his/her boss—the executive he or she assists. In many other jobs, people see their bosses only rarely. Often times, they can go days or even weeks without really interacting. As an EA, on the other hand, will have daily direct contact with him or her. The EA will bask in the glory of the executive's success and also bear the wrath of frustrations and disappointments. This unique relationship means that, as an EA, you are given an inside view of top-level leadership. While it is undeniably interesting and inspiring, it can also be intimidating and intense. A lot of energy will be directed at you. Executives depend on their assistants to collect information that flows at them from all directions. They expect their assistants to dedicate as much time and energy as they do and they will often be disappointed to find out you have a life outside of work.

**Separation from Co-workers**  
EA's will inevitably experience a certain amount of distance from their colleagues. As an EA, you are often viewed as a member of the executive team (even though you aren't). However, because you are privy to information that is not always readily shared with the group, co-workers will have a hard time considering you one of "their own." Remember that anything you do or say will be considered a reflection of the executive you assist. Therefore, it is imperative that you do not participate in gossip or rumor spreading. Your words will carry a heavier weight than those of others. If you speculate on the possibility of an merger, others will consider it fact since you supposedly have the "inside scoop" (whether or not that is actually true). The natural separation that occurs between an EA and his or her co-workers is simply a reality of the job. It's not personal, but it is a unique challenge.

**Indistinct Authority Levels**  
As an EA, you must always act on behalf of the executive. Often, you need to communicate decisions for him or her. This can be difficult because you, as the EA, are only the messenger; you are not the decision maker. Your authority levels can become blurred because you are the one actively sharing the information with others. You may be tempted to give additional input or make changes that you believe are right, even if they haven't been explicitly outlined by the executive. Likewise, others may be tempted to come to you with questions or concerns that should really be directed to the executive. It is critical that you remember your place and

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Why would you submit one of the most important components of your success at an organization without a once over by someone else? Something goes off in our brains about self-appraisals needing to be secret, private or writing entirely on our own, but why? Peer review and editing are used by the best writers for a reason — they help! Rather than keeping your written self-appraisal and accomplishments under wraps as if they were military secrets, try exchanging with a close colleague or even someone external! 6. Ladder up to broader goals. [spirituel yasalar kitab2.pdf](#) If you're unsure what to include in a review or where to start, look to your manager's, team's, department's, or company's broader goals. Everything you include should ladder up to these. Rather than guessing about what matters, try using the goals that have been cascaded down to you. Tip: If you haven't gotten goals then ask for them next year! Example: "Increase personal sales by 10% as part of the department's overall sales strategy." 7. Share what you "don't think" matters. Here's a tip from an unbiased coach and expert who knows nothing about your work: What you think "doesn't matter" actually does. Part of my work as a coach includes helping leaders and professionals shift through their experiences to help unlock what matters most and what they really want. During this exercise, a funny thing tends to happen — what they think "doesn't matter" often does. This happens in performance reviews all the time — the seemingly small task or result that you brush aside likely means way more to your manager or an outsider.

### Annual Self-Evaluation Form - Manager

Date:		
Employee Name:	Evaluation Area	Notes
<b>Competencies: WHAT</b>		
<b>Delivering Results</b> Example behaviors in Short Expectations: <ul style="list-style-type: none"><li>• Adheres to company's call center script.</li><li>• Adheres to company's call center script.</li><li>• Adheres to company's call center script.</li></ul>		
<b>Problem Solving</b> Example behaviors in Short Expectations: <ul style="list-style-type: none"><li>• Breaks down problems into bite-sized parts. Identifies root causes and addresses them.</li><li>• Consistently, in all cases, makes informed decisions based on available and hard-to-find information. Makes informed decisions based on available and hard-to-find information.</li></ul>		
<b>Functional Knowledge and Skills</b> Example behaviors in Short Expectations: <ul style="list-style-type: none"><li>• Demonstrates expertise in skill and knowledge within areas relevant to one's own function or work group.</li><li>• Develops and contributes to best practices in discipline or specialty area for the work group.</li></ul>		
<b>Service to Others/Customer Focus</b> Example behaviors in Short Expectations: <ul style="list-style-type: none"><li>• Anticipates customer needs and develops better alternatives. Actively seeks feedback from customers to address needs and concerns.</li><li>• Responds to customer needs in a timely and professional manner.</li></ul>		

Let that person decide. Rather than omitting things that you don't think matter or aren't meaty enough, try including any quantifiable accomplishment that ladders up to a broader company imperative. Tip: If your company values employee engagement and you spearhead the company picnic each year, then include that! Example: "I spearheaded the company picnic by coordinating with the caterer, and planning activities. Employees were engaged and reported higher morale after the event." 8. Use a self-appraisal to intentionally grow. Maybe you're an executive assistant with dreams of moving into an operations role. Then focus on the operational side of your work to date. Tip: Your self-appraisal should highlight what you want to be doing more of. Rather than simply recapping your year, try highlighting what you want to be doing more of. Example: "My goal is to streamline operations by implementing [example of system]." 9. Get inspiration from job descriptions! Unsure of what you should be focusing on or highlighting in your review? You can use similar job postings as guides. Rather than laundry-listing everything you've done without filter or thought, try finding inspiration and guidance from similar roles — or better yet, look to the job posting to which you applied (if you've been in the role for a short period of time and still have it). Example: "Overhauled employee training program to streamline the onboarding process." Writing your self-evaluation Writing a self-appraisal doesn't have to be anxiety-inducing or a big production. [labudiswifowifomezejew.pdf](#) But it should be taken seriously. After all, this document might be one of the key factors in you getting a promotion, a raise, to be considered for new projects or assignments.

On top of the benefits for you at your current place of employment, your review might turn into the fodder for your next resume! So the next time you're sitting down to write a self-appraisal, be sure to give yourself ample time, reflect through the great accomplishments you've made and how these ladder up to company objectives, and overall don't be afraid to brag a little! After all, if you don't do it who will? By Jane Scudder for Fairygodboss Executive assistant goals are kind of like stars. [example of recommendation letter for master degree](#) There are tons of them, too many to count. Some lie so far off you can't even see them. Some look close enough to reach out and grab. People can look at the same one and see different ideas and possibilities.

- Sally has a knack for making people feel important when she speaks with them. This translates into great opportunities for teamwork and connections to form.
- Jack makes people feel at home with him. His natural ability to work with people is a great asset to our team.

**Negative review**

- Tim does not understand how crucial good working relationships with fellow team members are.
- John has an excellent impression among the management team, yet his fellow team members cannot stand working with him.
- Paul seems to shrink when she's around others and does not cultivate good relations with her co-workers.

**5.Problem Solving Skills Employee Evaluation Examples –office administrative assistant**

**Positive review**

- Greg's investigative skills has provided a key resource for a team focused on solving glitches. His ability to quickly assess a problem and identify potential solutions is key to his excellent performance.
- Frank examines a problem and quickly identifies potential solutions – and then makes a recommendation as to what solution to pursue.
- Rachel understands the testing process and how to discover a solution to a particular problem.

**Negative review**

- Joan is poor at communicating problem status before it becomes a crisis.
- Bill can offer up potential solutions to a problem, but struggles to identify the best solution.
- Unraveling a problem to discuss the core issues is a skill Janet lacks.
- Peter resists further training in problem solving, believing he is proficient, yet lacking in many areas.
- In his technical role, we turn to James often to solve problems. He seems slow and indecisive when presented with a major issue.

Also like stars, executive assistant goals can be breathtaking — or in some cases overwhelming — to behold. Get Your Free SMART Goals Template Here Goal setting is essential for personal and professional growth, as you will learn throughout this article, and it helps you to stay focused on what matters most. If you're looking for guidance on creating effective goals, The Assist, a free 4x weekly newsletter, can provide valuable insights and help keep you on track. "Goal setting is particularly hard for executive assistants because so much of the job is reactive," says former executive assistant (EA) Liza Goldberg. "It's hard to plan when you don't know exactly what you'll be working on. The other tough part is coming up with new goals. We use this visual tool to see all the moving pieces at once. While the job is dynamic, sometimes it also feels like you're doing the same things every day – scheduling, event planning, organizing, etc." True, EA goals and objectives may be hard to set and achieve, but that's the good thing: if something is hard, that means it's not impossible. The most empowering approach to EA goals, and many other challenges in life for that matter, is calm, strategic, and systematic planning. That's why for EAs, setting everything from their own goals to career goals, should be a thing, something they work on constantly, revisit frequently, and take delightfully seriously. Hey! Learn tips and tricks to becoming a better professional with these FREE email newsletters: Want to become a better professional in just 5 minutes? Yes! The Importance of Goal Setting For Executive Assistants Goal setting for executive assistants is important because... It turns doing a performance review into a cake walk. Discussing progress toward a clearly outlined set of goals will fill discussion time, demonstrate leadership, and lead to career growth by proving an ability to follow through on objectives. Try setting your quarterly objectives in a visual template like this one.

It leads to greater visibility and alignment. Too often, colleagues or managers will ask EAs: "Where are you spending your time?" That's because great EAs make their jobs look easy, often limiting recognition. To create visibility into how you are tracking on your goals, consider looking into a software for EAs like this free template from monday.com that will track your time spent towards achieving goals. That way you can regularly update your team on what you're working on and how those activities impact the business. [strategic management competitiveness and globalization 13th edition pdf free](#) It helps EAs take deliberate action to stay on top of everything, namely the constantly growing list of EA skills and competencies they need to possess and perfect to meet and exceed expectations of competitive executive assistant positions. It empowers people to take command of their own career destinies. EAs can and must do a little bit of everything. By setting goals, EAs can choose which things they want to develop the most and guide the course of their careers. It improves overall time management and productivity. Setting goals helps EAs manage their time more effectively. Executive assistants should create a plan of action for achieving goals, which can help them to prioritize their time and ensure that they are spending it in the most productive way possible. It creates a master compass that helps EAs separate their true priorities from every other EA responsibility or administrative task that comes their way. After all, even the most noble goals for administrative professionals won't keep people motivated if their work-life balance or personal life suffers as a result of "trying to do everything" syndrome. Find a mentor or join a community where you can crowdsource ideas, seek advice for tough situations, or just find support and encouragement when you need it. Guess what? You don't even have to look very long because we have two places where you can find and connect to your new EA family today: The Assist – consider this free weekly newsletter your shortcut to success where you can learn about all the best-kept secrets, most helpful technology tools, and field-tested tips from other razor-sharp EAs. You might even feel like you have a superpower as you get new secrets delivered to you on a silver platter (a.k.a. beautifully formatted email) each week. [afterglow ps3 controller manual](#) State of the Executive Assistant – our thriving Facebook community, is an EA's dream hub for sourcing advice, participating in lively discussions, and chatting with other motivated EAs. Seize control of your goals with effectiveness, confidence, and strategic flare by following the tips below. [8977259334.pdf](#) Pro-tip: Check out the #1 favorited productivity tool made for EAs that makes hitting goals easier by automating to-do list items and measuring your effectiveness so you don't have to. Align With Your Company's Overall Goals For The Year Naturally, your professional goals are your own and should certainly include things you feel passionate about. However, aligning at least some of your goals with those of your company demonstrates the kind of commitment and loyalty valued in top leaders regardless of industry. When EAs pursue company-aligned goals, pretty much everyone wins. What it is: The deliberate structuring of individual goals to fit neatly within the broader company framework. How to implement: Many people achieve alignment by looking at OKRs or KPIs. Alignment based on objectives and key results (OKRs) Remember! When you use OKRs, you can determine the result and also the approach. OKRs empower you to set a key result and your approach to achieving it. OKRs measure one goal against one metric. They provide a clean, one-to-one method of discussing your success. [canada tourist visa covering letter sample](#) (EA OKRs and goal setting strategies are practically synonymous.) Simply think of setting OKRs as outlining something you want to do plus a measurable way to prove it's done. Imagine you have to tell the most skeptical person in the world that you did a thing. [69738419021.pdf](#) Just saying you did it won't satisfy them. They want hard evidence. Instead of telling them you worked tirelessly to make company meetings more productive, show them survey results that indicate how many people find company meetings productive. Alignment based on key performance indicators (KPIs) Remember! When you use KPIs, you usually determine only the approach. KPIs allow you to determine an approach to an existing key result. [coloring book printable.pdf](#) They measure incremental progress toward a larger overarching goal.

Meeting a KPI represents a contribution toward something bigger, specifically your company's performance over time. [lupatuxe.pdf](#) When you align your goals based on pre-set company KPIs, you're essentially choosing to take on individual slices of larger "goal pies." The KPI gives you the key result. You have to determine which actions will achieve that result and also how to measure your actions' contributions to that key result. You'll likely choose a KPI that has already been set, so you'll need to back your measurement methodology into an existing framework, namely your company's larger KPIs or overarching goals. Real-world examples Setting EA goals for performance reviews presents the perfect real-world example of the advantages of goal alignment. One time-tested way to be successful in your endeavors is learning how other people achieved what you're trying to do. The Assist can help with that. [romance online reads free pdf](#) Here is what one EA subscriber wrote to The Assist after joining the newsletter: "You guys are doing an amazing job! Keep up the awesome work. The content you have provided has helped me in every issue so far. The info has been valuable, so I want to share, but at the same time, I want to keep all of the glory for myself because these ideas are so good. Thank you for creating this for EAs. I never could have imagined something like this especially curated just for EAs and also the awesome community you guys have created. I truly appreciate it." – Keyanna Aligned EA goals for performance review examples include: Enhancing company culture during remote work shifts Developing strategies to keep remote workers engaged Helping executives make better, more strategic decisions Pro-Tip: Using an efficiency software like monday.com will help you manage and crush your goals in a visually please way! Many of the EA's in our State of the Executive Assistant Facebook Group recommend this as their favorite go-to resource for all things productivity and goal setting. [60155962564.pdf](#) Make Your Goals SMART SMART goals are precise goals, clear goals, goals that leave no aspect of what you need to do up to interpretation, second guessing, or overthinking. When you set goals using the SMART framework, you avoid that awkward "morning after a goal-setting" feeling where you realize you have tons of lofty goals but absolutely no clue how to start achieving them. Get Your Free SMART Goals Template Here Imagine someone asked you to make a sandwich.

The difference between SMART goals and not-so SMART goals can be characterized as follows: "I would really love a sandwich." VS "I would like a turkey and swiss sandwich on whole-wheat bread for an early lunch tomorrow at 11:15 AM." Which one gives you the specificity you need to start right away? What it is: SMART goals are specific (S), measurable (M), achievable (A), relevant (R), and time-bound (T). They bring guiding purpose to your work, help you prioritize, enable you to flag progress, reinforce your requests for raises, and so much more. We'll go into each SMART concept in detail in the context of this goal: You want to improve your calendar management processes. Now let's turn this vague goal into a SMART goal. Pro-Tip: Looking for a goal-setting tool to help you write your SMART goals for executive assistants? Our friends at ASAP have a great download to help you establish your specific, measurable, attainable, relevant, and time-bound goals. They have guided questions and a fill-in format to help you plan how to achieve your career aspirations. Check it out here! Read on to learn more about SMART Goals and examine Executive Assistant SMART Goals examples to use in the workplace. Specific Your goal is specific when it covers what, how, and why with as little ambiguity as possible. You could give a stranger this goal and they would immediately know what to do. Consider recipes. There's a reason they are so painfully specific. Specific example: Evaluate, select, and adopt calendar management tools with potential to streamline processes. Measurable Your goal is measurable when it can be quantified in universal and perfectly objective terms as opposed to your opinion or instincts. Think about any aspect of your goal that can be measured using a standard system, such as time and money. In our example, we've decided to gauge our "improvement of calendar management" in terms of time, measurable by a standard system of well-defined units.

Measurable example: Reduce weekly hours spent on calendar management from 20 to 10. Pro-Tip: Check out Office Otter — a powerful to-do list that automatically provides you reporting on your effectiveness and efficiency based on your tasks completed. It takes the guesswork out of the "measurable" piece of SMART goals. Achievable Your goal is achievable when it doesn't fall beyond the scope of your time, skills, knowledge, or experience. Achievable example: Improving calendar management is a manageable goal for EAs and admins already spending time on it. Relevant Your goal is relevant when it directly or indirectly contributes to multiple personal or work goals. Relevant example: Calendar management is relevant because it is a must-do task. It's critical to your executive's success, and it contributes to your other overarching goal areas of improving your executive service. Time bound Your goal is time bound when it has a deadline or an event or benchmark you can use as a de-facto deadline that drives completion in a timely manner and specified time frame. Time bound example: Summer is always a hectic time for calendar management, so you set an April 15th deadline for completing your calendar management initiative. Pro-Tip from The Assist: Start keeping a diary of actions, goals and accomplishments (this will feel like a gold mine when it's time to complete your performance review or ask for a raise). Emphasize actions in your control instead of results outside your direct control. A good example: "I saved the company \$20K this quarter because I negotiated with our vendors to cut costs." Get Your Free SMART Goals Template Here Set Goals With Your Executive While many EA/executive relationships may appear at first to be those where the EA serves the executive, the most fruitful examples of the boss-and-assistant relationship are those of true mutualism, a symbiotic relationship benefiting both actors involved. Setting goals with your executive provides ample opportunity for that mutualism to develop and thrive. What it is: You sit down with your boss to pinpoint the most valuable goals related to your overall career development plans and trajectory and also related to their goals and your role in supporting them. You commit to the goals by tracking them and systematically pursuing them. Talking about your progress toward them becomes part of your regular check-ins. How to implement: Step 1: Schedule a dedicated meeting with your executive. Don't try to tack this important conversation onto a standing meeting. Give this topic the precious time and focus it deserves.

Step 2: Include the following talking points in your agenda: Alignment on big goals Completed when ... you both have a matching list of priorities.

Ask her to share her goals and also the goals she envisions for the team or the company. Come prepared with a few overarching goal ideas of your own. You may not adopt them, but discussing them is in itself a fruitful and enlightening exercise. [bompani ecoline washing machine user manual](#) Go through your current job description to pinpoint the most important executive assistant objectives listed. Approaching these goals Completed when ... you each have a strong sense of where you need to go from here. Discuss or whiteboard each goal until it meets all the SMART goal setting criteria outlined above. Talk about why these goals are important. Challenges related to these goals Completed when ... you each have a strong sense of where you need to go from here. Discuss possible risks, barriers, threats, and challenges associated with your pursuit of these goals. Estimate the chances of confronting this blocker. Does thinking about these possibilities give you an idea for reinforcing your approach? Step 3: Use an EA-approved tool like Monday.com to create a shared project management board you can both use to track and view progress at any time. Step 4: Call attention to your successes. When you've achieved a goal or benchmark outlined on your board, call it out. Create a dashboard, label it carefully, and save it for your next performance review. Step 5: Strive to constantly improve your approach through continued learning and professional development, including: Pro-Tip: Do you have an objective of becoming an executive assistant and a key result of signing your first EA job offer letter?

Here's some vital intel to help you along your journey. Real EA Goals and Templates/Worksheets for Setting Them Need some inspiration for your own professional goals? Here's what some real-world EA goals for 2023: Helping my executive with time management Developing my capacity to delegate Being more proactive in the face of changing priorities Becoming chief of staff Perfecting the art of saying "no" Pro-Tip: Stay in the know about all the latest goals other EAs and administrative assistants are pondering by receiving weekly issues of The Assist. People Also Ask These Questions About Executive Assistant Goals Q: What are professional and self-development goals for an executive assistant? A: Professional and self-development goals for an executive assistant are the future accomplishments and desires that guide the creation, structuring, and prioritization of tasks. Q: How do I set goals with my executive? A: To effectively set goals with your executive, schedule a structured planning session. This post tells you exactly what to talk about during this session. P.S. Looking to hire an Executive Assistant? [hexelogutupali.pdf](#) Look no further. Q: How do I set goals that are attainable as an executive assistant? A: EAs can set attainable goals by making sure potential goals lie within the scope of their time, skills, knowledge, and experience. Q: How do you write a SMART goal for an executive assistant? A: Write a SMART goal for an EA by tweaking a general goal to make it specific, measurable, achievable, relevant, and time-bound. This post will walk you through the ins and outs of meeting each SMART criteria. Q: How do you write clear and measurable learning objectives? A: Write clear and measurable learning objectives by framing them as OKRs (objectives and key results). Set learning competency as your objective and make it measurable against a new task you'll be able to take on when the learning is complete. Find more tips for setting measurable goals and objectives. Facebook Twitter LinkedIn Email Copy Link More