

e2 Conference

EDUCATE & ENGAGE



COLLABORATION. NOT COMPETITION





Meg Steinschauer

C-Suite Executive Assistant
Founder of Connected Assistants

**CONNECTED
ASSISTANTS**

#CONNECTEDASSISTANTS

About Me:

- 10 years C-Suite Support
- Assistant Coach & Mentor
- Continual Growth Encourager
- Tech lover | Process Junkie
- Book worm

Emily Bradford

C-Suite Executive Assistant



About Me:

- 6 years C-Suite Support
- BuJo Lover
- Accounting Background
- Employee Engagement & Non-Profit Manager



Bullet Journaling

with

EMILY

BRADFORD



BuJo Theory Overview



Basically, this is a planner system that allows you to plan for the future, track the past, all while making the most of the present.



Important Elements of a BuJo:

- Index Pages
- Dotted Pages
- Numbered Pages
- Migration



You can create your own or purchase the official Bullet Journal (around \$30).

Symbols

- **Tasks:** things you have to do
- **Notes:** Things you don't want to forget
- O **Events:** Noteworthy moments in time
- Task incomplete
- X Task complete
- > Task Migrated to collection
- < Task Scheduled in Future Log
- ~~• Task Irrelevant~~

5.11. WED

- * • Acme Co.: website presentation
 - Dec 15.
- O Gave presentation
- ! - Shortfilm about the pigeon man
- Niclas: Call Re: Saturday Dinner
- Acme Co: Release Forms
- * • Heather: Email. Get forms
 - Email forms to participants
 - Get signatures



Make it work for you!



- I cannot stress enough that the most important part of a BuJo is to make it work for you!
- The system can be manipulated to your liking.
- Bonus points if you can get your exec bullet journaling too!

Personal Favorites

Sample Day
1.27

- > Schedule Meeting
- > Review Spreadsheet
- < Check in on Esther
- A • Legal Letter of Engagement
- Clean RV's Desk
- Landlord Wants Mtg (tues?)
- ~~• Safety Presentation~~
- A was in a good mood today
- ! - Ann's Baby was born
- Crisis Plan
- R • CEO Summit

- [Learn The System](#)
- [BuJo Book](#)
- [Official BuJo](#)
- [Leuchtturm](#)

Power Hour

with
MEG STEINSCHAUER



IDEATION

1. Review & Reflect
2. Think about perspectives, actions and attributes.
3. Gain insight



TESTING

1. What worked well?
2. What didn't work well?
3. How did I feel?



IMPLEMENTATION

1. Set Boundaries
2. Establish Training Requirements
3. Career Planning





How?

What worked well this week?

- ✓ Think about the tasks you were handed
- ✓ Think about the tasks you completed
- ✓ Think about the interactions you've had

Why?

- ✓ Justify why you think this worked well
 - ✓ Process success
 - ✓ Skills
 - ✓ Attitude

What didn't work well this week?

- ✓ This about your tasks again
- ✓ Did you experience delays?
- ✓ Did you have a not-so-good interaction with someone?

Why?

- ✓ Need to set boundaries?
- ✓ Training gap?





How?

What do you think you could improve?

- ✓ Do you need to create boundaries with your tasks, your role and your daily interactions to foster a happier working day?

How are you feeling today/now?

- ✓ Why?

Are you motivated and inspired?

- ✓ Yes
- ✓ No

End Report

- ✓ What you'll end up with a report on yourself. Your feelings, your





Feedback



I am a successful self-motivated, driven women. I know who I am and what I bring. You have taught me something, I have just given myself the gift of a power hour using your suggested technique... WOW!

It has blown my mind! I thought it was a pretty negative week overall but actually... having given myself time to reflect, I have smashed some great goals and supported various companies. Stopping, looking up, considering the big picture is indeed so powerful. I would have missed my small victories. I love your Power Hour and will now give myself this gift of time on a regular basis.

C.TALENT DIRECTOR



QUESTIONS?