Christian Leadership Reflections

Personal Reflection Guide

WHY YOU NEED AN EXECUTIVE ASSISTANT

https://www.cccc.org/news_blogs/john/2014/01/08/why-you-need-an-executive-assistant/

1) Write down all the projects and tasks on your "Wish I had the time" list.
   a) For each one, give it a score from 1 to 5 for how important it is to your mission, with 5 being really important.
   b) Give each one a second score from 1 to 5 for how time sensitive it is (for example, a window of opportunity) with 5 being highly time sensitive.
   c) Give each one a third score from 1 to 5 for how much it bothers you that you haven't done it yet, with 5 being that you are highly bothered.
   d) Highlight the ones (probably the ones with the highest scores) that you will commit to working on right away. Make another list of what you will defer, delegate, or eliminate.

2) Write down everything you do that could be done by someone else. Think of a dentist who has a hygienist to clean teeth so that the dentist has more time to do what only a trained dentist can do. Then for each item, estimate what percentage of your time it takes. Come up with the number of hours per year you spend doing work that someone else could do. Is this good stewardship of your time? Would you feed good reporting this amount of time to your board and trying to justify it?

3) Compare the two lists above and develop a job description for an executive assistant.

4) If you don't have the budget for an EA, your first approach could be to raise donations for the position on the basis that it is helping you move the ministry forward. If people don't want to fund the EA, then ask them to fund the projects you will be working on. The project cost should include an allocation to recover your salary expense while working on the project, which you can use to hire an EA. If that isn't possible, then at least start with someone who you can afford to hire part time, or find a volunteer. Document your plans for how you will get the help of an executive assistant.

You may also be interested in:

What does a leader do?
https://www.cccc.org/news_blogs/john/2009/08/07/what-does-a-leader-do/