

I received an email on Monday from Cath at IBD – like you all did no doubt; which advertised my 4sight slot. There it was mentioned that this could possibly be an insight into the glamorous world of a PA!!

So....after re-writing my 4sight; you want to know about the glamorous life of a PA, here it is:

I get to travel! In my dreams at least...

- myPA I've booked numerous hotels and flights to far flung places; paid for on my clients credit cards of course.
- myPA Ordered hire cars and arranged pick ups at the airports
- myPA Arranged surprises for partners to be in hotel rooms on arrival

I get to browse the internet and shop!!

- myPA I've been on spending sprees for clients when they don't have the time, or can't locate that perfect gift for a colleague, partner or significant other.
- myPA Often this is normally when I have reminded my client that it is their wife's birthday.....sorry lads but it is always the blokes who forget.

I get to research information that I would never normally look for

- myPA Helping with research projects which can be really interesting as you get to see a part of another business and what they are about.

I get invited along to clients' parties or social gatherings

- myPA As their PA of course

I help organise conferences or meetings between my clients and their important clients

- myPA So I am instantly integrated into their business helping to organise their diaries
- myPA If it's a training session then I will prepare, print and send over to them, all their training materials

Organise other's social media, such as Twitter and Facebook updates

- myPA I get to spend time gossiping effectively!!!

Audio typing

- myPA This may not sound glamorous and the headsets certainly don't make you look that way; but I find other peoples business interesting so typing a letter or report allows you to be a little bit nose amongst their business.



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Of course, with the glamorous jobs comes the less so which have to be mixed in each day such as:

1. Chasing outstanding payments and perhaps having to deal with or speak to those people responsible who are not always the friendliest.
2. Paying your clients' bills (this way you get to pay yourself first though!!)
3. Screening those annoying phone calls and emails that everyone gets....although we have created ghost personnel for our clients which makes it easier – we just say they are not available and to send an email.
4. Proof reading articles for an SEO company; this tends to be a little boring after 6 months of the same type but we have a lovely piece of software to help out with that one.
5. Paying a congestion charge as my client was too busy to do it.

All these are important tasks for each particular client and whether the job is glamorous or not; I'm thrilled that I'm trusted by those clients to get on and do those jobs. Being virtual is always about being trusted.

To finish off:

Some tips that I use which could help:

1. If you are unsure of where your time goes each day, try writing down or using a timer for each project or task that you do. This helps you look back over your day to see what your achievements have been --- if indeed there have been any!!!
2. Organise your desk – Tidy it and keep it that way. Have some sort of order to it; because what's worse than starting your working day by tidying up yesterdays mess?? Have a place for everything.....and you know the rest....
3. Deal with each piece of paper that comes into your office **ONCE** and once only if possible. Ok not all can be dealt with immediately, but if it's for the round filing cabinet that you keep under your desk....put it there first and move on. If it's for accounts work for example, put it into that file as soon as you receive it.....don't keep important papers floating about on your desk or in your in-tray.
4. Always have a note pad and pen to hand – you will always need them most when you haven't got one!!
5. Be generally more organised, for example, order your printer cartridges well in advance of your current one expiring.....and definitely before you try to print out your notes for your 4sight speech!!!

Does anyone know a good PA????!!!!!!