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**8 Ways for Executive Assistants
to Incorporate Agile Methodology**

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8 Ways for Executive Assistants to Incorporate Agile Methodology

Many executives struggle to manage time, organize their workflow, maintain focus, tackle stress, and implement strategies. You can improve productivity and overall efficiency by developing high-quality executive functioning skills. The Agile methodology helps you implement better solutions in five vital steps. They include assessing your deficits, setting goals to solve them, implementing solutions, learning from experience, and expanding your executive skills.

The Core Values and Attributes of Agile Leadership

The agile methodology prioritizes your organization's human element over tools and processes. You should also give your team the resources they need to complete the job without being overworked or stressed. Thirdly, make your customers a central consideration of every project to ensure you conclusively meet their needs. Finally, review the project continuously and implement change where necessary.

The agile methodology also incorporates 12 principles that apply to any organization. They include customer satisfaction, adapting to changing requirements, shorter project delivery timelines, coordination between team members, and motivating your staff.

Others are superb communication skills, sustainable development, commitment to technical excellence, simplicity, self-organizing teams, and continuous adjustments to improve efficiency.

How to Incorporate the Agile Methodology

You can implement higher quality executive functioning skills in the following ways:

1. Look at the bigger picture

Executive assistants are the point of contact between executives, clients, employees, and other stakeholders. As such, it's advisable to have an organization-wide, long-term outlook. This process entails defining a vision and strategy for specific months or years. It also helps you determine where to allocate the organization's resources. It's the perfect opportunity to assess your current performance and think about all the ways it can improve.

2. Plan your project

Before implementing any project, understand its value to the company and the end goal. It's also crucial to make room for tweaks and additions along the way. Planning includes creating a roadmap of the individual components that will make up the project. These bits are vital for determining the kind of expertise and tasks you'll need to achieve your vision. Additionally, plan a review of each component after implementation to avoid issues in subsequent sections.

3. Start small and expand.

As tempting as it might be, avoid launching projects with organization-wide fanfare. The agile methodology works best if you start small and spread the idea systematically. For instance, it's easy to work with your IT department because they're probably already familiar with the relevant principles. You can then source additional skills from other departments as the need arises.

By this point, the original participants are experienced enough to coach recruits. With each success, more employees are willing to adopt the agile methodology.

4. Inspire collaboration

While one-on-one meetings with your executives take priority, it's prudent to attend other departmental meetings as well. This approach helps you identify what's essential to your organization and tweak your methods to meet these needs. Collaboration exposes you to new ideas that improve outdated practices with more efficient techniques. You can also encourage this policy by creating brainstorming groups and fostering a culture of learning and sharing.

5. Build long-term relationships

In addition to internal collaboration, you can create broader partnerships with various stakeholders to help you solve existing problems or pursue new opportunities. Adopting the concept of constant change means embracing the latest technology updates and seeking further training to improve your skills. It also includes having honest conversations with your executive on how you can improve. The best professional relationships hinge on shared values and open communication.

6. Encourage feedback

Encouraging continuous feedback on your performance makes it easier to adapt and identify priority functions. Seek your executive's opinion at various stages of implementation to ensure the outcome is satisfactory. Take responsibility for the results and understand the consequences of unmet targets. A good relationship with your executive increases the chances of success because you have similar goals.

7. Embrace diversity, resilience, and change

A resilient character makes it easier to handle change because you won't feel ambushed by unforeseen requests. Mastering resilience entails understanding the Why, How, and What of your field of expertise. It also requires learning from past failures, responding appropriately to opportunities, and building on small wins. Resilience gives you the courage to change direction and explore new possibilities.

8. Remove barriers to success.

Although your team might embrace the agile methodology, you might experience tension with the rest of the organization. That's because they may be following separate roadmaps. The solution is to ensure all teams can appreciate the bigger picture even if they work on different aspects of the project. Ensure each team has a clear decision-making structure.

These agile methodology tips allow you to adapt to an ever-evolving work environment. Because change is continuous, the only way to cope is to keep learning. At the American Society of Administrative Professionals, we equip you with the best training resources for long-term career success. They include articles, webinars, video tutorials, and various tech bundles. Join us today for more benefits.

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