

# HOW YOU CAN BE A GREAT ASSISTANT

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I have learned the importance of clearly defining my expectations as your boss. If you are at all concerned about your ability to live up to these expectations, please let me know.

1. **Help me stay focused.** No “gotta minutes” unless the question is critical and urgent.
2. **Respect my privacy.** My business is just that – my business. I will respect your privacy too. Your privacy will be respected too.
3. **Work when you are at work.** Keep personal matters for breaks, lunch, or after work. Stay focused and try to minimize your distractions.
4. **See what you can take away from me.** Don’t wait until I try to delegate – tell me what you’d like to try, and then do it. Remember when I delegate anything to you make sure to let me know about it.
5. **Speak up.** I can’t guess what you are thinking. If something feels unfair let me know in a way that encourages me to do something positive about it.
6. **Stay away from drama.** Neither one of us benefits from it.
7. **Develop or refine the SOP.** We try to have an SOP for everything we do. So, over time everything you do, and how you do it, will be in writing.
8. **Be productive.** That means we get things done. Have a plan and work the plan. Focus on the critical, not the trivial.
9. **Think for yourself.** Be an observer. Experiment. Every month give me an example of how you did your job better. And, if you have a really big idea – let’s hear it!
10. **Have fun!** You have my permission to laugh, crack a joke, and tell a funny story. Let’s have fun making money!