



Key Performance Indicators for an Executive Assistant to the President:

1. **Calendar Management Efficiency:** Measure how effectively the assistant manages the president's schedule, including minimizing conflicts, ensuring timely attendance to appointments, and optimizing productivity.
2. **Communication Management:** Track the assistant's ability to handle incoming and outgoing communications, including emails, calls, and messages, ensuring prompt responses and appropriate prioritization.
3. **Task Prioritization and Execution:** Assess how well the assistant prioritizes tasks, manages deadlines, and executes them efficiently, helping the president stay focused on strategic objectives.
4. **Meeting Preparation and Follow-Up:** Evaluate the assistant's ability to prepare agendas, briefings, and materials for meetings, as well as their effectiveness in ensuring follow-up actions are implemented.
5. **Confidentiality and Discretion:** Measure the assistant's adherence to maintaining confidentiality and discretion in handling sensitive information and discussions at all times.
6. **Problem-Solving and Decision Support:** Assess the assistant's capability to anticipate potential issues, proactively resolve problems, and provide valuable input to support the president's decision-making process.
7. **Relationship Management:** Evaluate the assistant's effectiveness in building and maintaining positive relationships with internal and external stakeholders, including clients, partners, and team members.
8. **Time Management:** Track how efficiently the assistant utilizes their time and the president's time, minimizing inefficiencies and maximizing productivity.
9. **Project Support and Coordination:** Measure the assistant's contribution to managing and coordinating various projects and initiatives, ensuring smooth execution and timely delivery.
10. **Personal Development and Growth:** Assess the assistant's commitment to continuous learning and development, acquiring new skills and knowledge to enhance their effectiveness in the role.