

Application Guide

UNLOCKING LEADERSHIP CAPACITY: THE POWER OF A WORLD-CLASS ASSISTANT WITH DIANE GRANT



BOTTOM LINE:

Behind every effective leader is someone quietly protecting their time, energy, and focus.

KEY TAKEAWAYS

I. Not All Assistants Are the Same (Before hiring, clarify what you actually need.)

- A. Administrative Assistant
 - Manages logistics, scheduling, and routine tasks
 - Executes assigned responsibilities
 - Responds to requests
- B. Executive Assistant
 - Strategic partner
 - Anticipates needs
 - Protects priorities and energy
 - Makes decisions on the leader's behalf

II. Leaders Must Identify Their “Highest and Best Use”

- A. Examine Your Roles
 - Determine what only you can do.
 - Identify what drains you but doesn't require you.
 - Empower someone else to own what isn't essential.
- B. Calendar Control—when leaders hold their own calendar, they often:
 - Overfill it
 - Prioritize relational “pebbles” over strategic “big rocks”
 - Fail to leave margin for preparation
- C. A strong executive assistant will:
 - Protect big rocks first
 - Think long-term, not just day-to-day
 - Guard preparation time, not just meeting slots

III. Emotional Intelligence Is a Non-Negotiable

- For Assistants Who Want to Elevate:
 - Self-awareness
 - Emotional regulation
 - Social awareness
 - Discernment
 - Discretion
 - Initiative
 - The ability to lead up
 - Thick skin

Application Guide

THE UNEXPECTED PERFORMANCE MULTIPLIER WITH CHARLES DUHIGG



IV. Boundaries Protect the Partnership

Healthy partnerships require:

- Clear role ownership
- Emotional boundaries
- Weekly check-ins
- Assumed positive intent—trust over suspicion

For Leaders:

Your assistant feels your stress first.

Make decisions. Clarity fuels progress.

For Assistants:

Assume it's not personal unless told otherwise.

Separate the pressure of leadership from the health of the relationship.

QUESTIONS FOR REFLECTION OR TEAM DISCUSSION

1. Are you functioning with an administrative assistant or an executive assistant? Is that what you actually need?
2. What is your highest and best use as a leader?
3. What are the “big rocks” that must be protected on your calendar?
4. Where are you holding onto control unnecessarily?
5. If you're an assistant, are you acting like a responder or an anticipator?

LEAVE A REVIEW:

If this podcast has made you a better leader, you can help share it by leaving a quick Apple Podcasts review. You can visit [Apple Podcasts](#) or on your iOS device, and then go to the “Reviews” section. Thank you for sharing!