

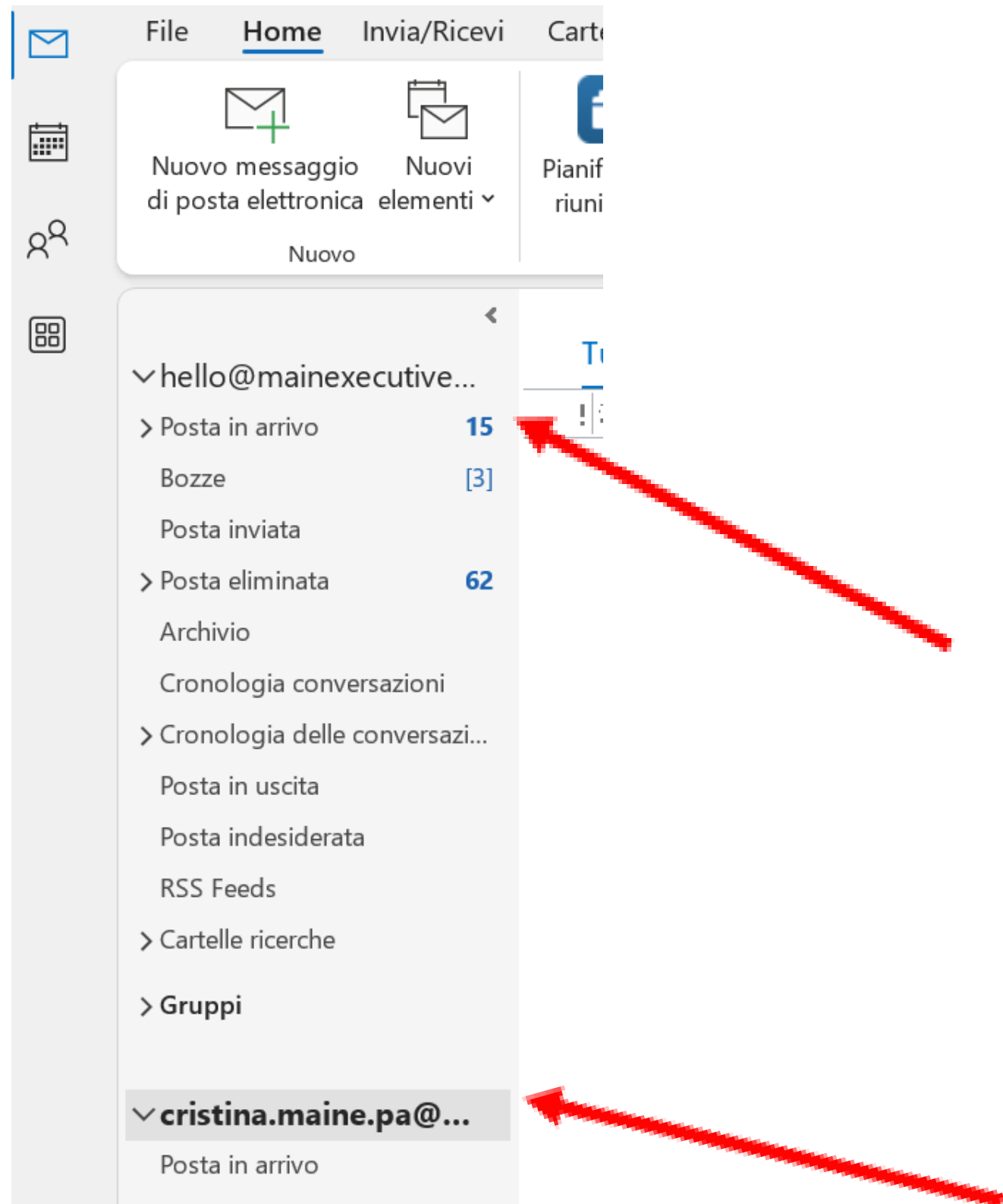


THE MAIN
EXECUTIVE ASSISTANT+

SUPPORTARE PIÙ EXECUTIVES



GESTIRE LA POSTA DI PIÙ EXECUTIVES



Leggi una posta alla volta, con ordine.

GESTIRE L'AGENDA DI PIÙ EXECUTIVES

- a) Agende che si intersecano
- b) Agende che non si intersecano oppure si intersecano raramente



b) Agende che non si intersecano
oppure raramente

GESTIRE L'AGENDA DI PIÙ EXECUTIVES

Oggi < > 23 - 29 ottobre 2023 Settimana

Cristina Maine

lunedì	martedì	mercoledì	giovedì	venerdì	sabato	domenica
23	24	25	26	27	28	29

Calendario 2

lunedì	martedì	mercoledì	giovedì	venerdì	sabato	domenica
23	24	25	26	27	28	29

Altri calendari

- Cristina Maine
- Calendario 2

Calendari condivisi

- Calendario
- Festività in Italia
- Compleanni

Calendari personali

- Calendario
- Festività in Italia
- Compleanni

b) Agende che non si intersecano
oppure raramente

GESTIRE L'AGENDA DI PIÙ EXECUTIVES

The screenshot shows the Microsoft Outlook calendar interface. The ribbon at the top includes tabs for File, Home, Invia/Ricevi, Cartella, Visualizza, Sviluppo, and Guida. The 'Visualizza' tab is active, showing various view options: Cambia visualizzazione, Impostazioni visualizzazione, Ripristina visualizzazione corrente, and visualizzazione corrente. Under 'Disposizione', there are options for visualizzazione pianificazione, Scala cronologica, Sovrapponi, and Ore lavorative. A red circle highlights the 'Ripristina visualizzazione corrente' button, and a red arrow points to the 'Colore' button. The main area displays two calendar windows: 'Cristina Maine' and 'Calendario 2'. Both windows show a weekly view for the week of October 23-29, 2023. The 'Cristina Maine' window has a green header and shows a grid with time slots from 11:00 to 14:00. The 'Calendario 2' window has an orange header and shows a similar grid. The date October 26 is highlighted in both windows.

a) Agende che si intersecano

GESTIRE L'AGENDA DI PIÙ EXECUTIVES

The screenshot displays the Microsoft Outlook calendar interface. The ribbon at the top includes the 'Visualizza' (View) tab, which is active. A red arrow points to the 'Visualizzazione pianificazione' (Planning view) icon. The calendar is set to 'Scala cronologica' (Chronological scale) and 'Sovrapposti' (Overlapping). The main calendar area shows a weekly view for October 23-29, 2023. A vertical bar for 'Cristina Maine' is visible on October 26th. The 'Altri calendari' (Other calendars) pane on the left shows 'Cristina Maine' and 'Calendario 2' as active calendars. The 'Calendario 2' calendar is highlighted in orange, and the 'Cristina Maine' calendar is highlighted in green. The main calendar area shows a grid with columns for each day and rows for each hour. The 'Cristina Maine' calendar is overlaid on the main calendar, showing a vertical bar for October 26th. The 'Calendario 2' calendar is overlaid on the main calendar, showing a vertical bar for October 26th. The main calendar area shows a grid with columns for each day and rows for each hour. The 'Cristina Maine' calendar is overlaid on the main calendar, showing a vertical bar for October 26th. The 'Calendario 2' calendar is overlaid on the main calendar, showing a vertical bar for October 26th.

	26 ottob	27 ottobre 2023	08:00	09:00	10:00	11:00	12:00
Cristina Maine	Vertical bar						
Calendario 2	Vertical bar						

a) Agende che si intersecano

GESTIRE L'AGENDA DI PIÙ EXECUTIVES

The screenshot shows the Microsoft Outlook calendar interface. The ribbon is set to 'Visualizza' (View). A red circle highlights the 'Sovrapponi' (Overlap) option, with a red arrow pointing to it. The calendar view is set to 'Settimana' (Week) and shows the dates from 27 November to 3 December 2023. Three calendars are visible: 'Cristina Maine' (green header), 'Calendario 2' (orange header), and 'Altri calendari' (grey header). The 'Altri calendari' section is expanded, showing 'Cristina Maine' and 'Calendario 2' as checked. The main calendar grid shows the days of the week and the time slots from 11:00 to 18:00. The 'Cristina Maine' calendar has a green bar at the top, and 'Calendario 2' has an orange bar. The 'Altri calendari' section has a grey bar. The calendar shows the following dates: 27, 28, 29, 30, 1 dic, 2, 3. The time slots are: 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00, 18:00. The 'Cristina Maine' calendar has a green bar at the top, and 'Calendario 2' has an orange bar. The 'Altri calendari' section has a grey bar. The calendar shows the following dates: 27, 28, 29, 30, 1 dic, 2, 3. The time slots are: 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00, 18:00.

GESTIRE LE ATTIVITÀ DI PIÙ EXECUTIVES

ASSEGNA LE PRIORITÀ

- Date di consegna sono un MUST
- Strategia
- Blocchi di tempo
- Task Management Tool (Monday, Clickup, Planner di Microsoft, Asana)
- Attività “fisse”



GESTIRE PIÙ EXECUTIVES

- Incontri regolari 1/mese
- Task Management Tool





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