



Executive Assistant Roundtable

Discussion

Wednesday, November 5th, 2025 | 10:00 a.m. - 11:30 a.m.

Zoom Meeting

Welcome & Introductions

Discussion Topics

- Doing more with less: managing budget cuts, lean teams, and knowing when (and how) to push back effectively
- Adapting to rapid AI changes: learning, integrating tools, and ensuring guidance and safeguards
- Managing shifting priorities: handling last-minute scheduling requests and rebalancing workloads
- Preparing for leadership transitions and supporting executive changes
- Team collaboration and communication: building cohesion with cabinet members
- Navigating challenges while maintaining a positive and supportive culture

Adjourn