



EMAIL / DIARY MANAGEMENT - VIRTUAL EA SUPPORT SERVICES

Comprehensive diary and email management services:

- Organising all diary appointments – including accepting / declining / rescheduling as appropriate.
- Flagging emails in real time that need an urgent reply and assisting with responses.
- Picking up and carrying out admin actions from email requests.
- Setting up custom rules.
- Setting up and managing a colour coding diary system.
- Review diary up to 1 month ahead to forward plan and carry out any changes required.
- Help to collate / prepare any meeting papers and agendas in advance for diarised meetings.

How can this service help you?

Trying to keep on top of your busy inbox and calendar can easily become overwhelming. With our expert support we take that pressure off of your shoulders. From organising your appointments and flagging urgent emails in real-time to assisting with responses, we keep you on track to ensure nothing falls through the cracks.

We streamline your schedule, handle administrative tasks directly from email requests, and even set up custom rules and color-coded systems to keep you fully organised. We also proactively review your diary up to a month in advance, allowing you to stay ahead of your commitments, and ensure all meeting materials are ready in advance.