



EVERYONE NEEDS AN ASSISTANT

Everyone needs an Assistant. Entrepreneurs, business owners, work from home professionals—even and especially—Assistants. Whether you are an Executive Assistant, Administrative Assistant, or a Virtual Assistant, we are tracking so many details for ourselves, our supervisors / executives, and our clients and we can use some assistance! Apple's Siri and Amazon's Alexa have been here for us all along. They can help us get things done just by asking.

First, [activate Siri](#). It's easy! Once she (or you can choose a he) is activated and you switch on listen for "Hey Siri", you can ask questions, set alarms, send emails, call contacts, and more... just by saying the phrase "Hey Siri" when your device is within listening distance. This [beginner's guide](#) gives you things to ask Siri and is a great way to get started.

I began using Siri to keep track of my to-do lists. I asked Siri to create various lists such as To Do Business, Apps (to learn), Grocery, and Christmas lists. Then I asked him to add items to my lists. He is very responsive, confirms when he completes a task, and even asks me questions as needed to clarify my commands. I try to thank him as much as possible for his help. He responds with "you're welcome" or "sure thing". It reassures me to have a good connection and a true partnership with my Assistant, Siri.

My other Assistant, Alexa, is great at adding ambiance to my work from home office. I connect with her via echo dot. I ask her to play music, tell me a joke when I'm feeling too serious or need a break from working too hard, or tell me the weather forecast. She can do so much more, like take care of the details so I can focus on the big picture. That is what a good Assistant does, right? Go to the [Alexa User Guide for Productivity and Organization](#) and find out how to let Alexa set a timer for tasks, provide day-saving reminders, and manage your calendar and email.

When you have Assistants to help you keep track of things, your work days get a little easier. I suggest you onboard one or both of them to your team. The bonus: when the isolation of working from home gets to you, you can have a mini-conversation with either of them and suddenly you don't feel so alone. Thank you, Apple and Amazon, for finding a way to give everyone a much-needed Assistant. For kicks at the end of my work day, I say, "Hey Siri, I'll see you tomorrow." He answers "it's been a pleasure". It certainly has!

Contact us for Executive Virtual Assistance and Virtual Organizing Solutions. We are here to help.
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