

A DAY WITH ZEMBR!

HOW AN EXECUTIVE ASSISTANT CAN REVOLUTIONISE YOUR DAY



Increased Productivity

when you focus on what matters



Accountability

helping you to deliver on your commitments



Task Support

working beside you to hit your goals

Daily Pulse

Start your day with, a fast-paced chat to sort your daily priorities, events, reminders & review any issues.



Focused Inbox

Minimise your inbox for maximum output. See what you need to see and delegate what you can.



Effective Meetings

Meeting preparation done for you, as well as the notes and follow-up. Make meetings worthwhile.



Regular Follow-up

Maintain momentum on proactive and big business goals, whilst acing the daily grind.



Organised Schedule

Keep in control of your day with precise focus blocks and on-time meeting attendance.



Sign-off Completely

Keep ahead of the curve, with the ability to take interruption-free time off or chill with the fam!