

Diary Management Checklist for PAs and EAs

Use this checklist to keep your executive's calendar organised, efficient, and stress-free. Review these points daily or weekly to maintain control over a busy schedule.

Task	Key Actions
Review Priorities	<ul style="list-style-type: none">- Confirm strategic goals with your executive- Identify must-attend vs. optional meetings
Build Buffer Time	<ul style="list-style-type: none">- Add 10–15 minute gaps between meetings- Reserve time for travel and action follow-ups
Colour Coding & Categories	<ul style="list-style-type: none">- Use colours for meeting types (internal, client, travel)- Add icons/symbols for quick reference
Time-Zone Management	<ul style="list-style-type: none">- Check international meeting times- Include time-zone indicators in invitations
Automate Scheduling	<ul style="list-style-type: none">- Use calendar tools for recurring reminders- Offer scheduling links to reduce back-and-forth emails
Prepare for Changes	<ul style="list-style-type: none">- Keep backup meeting times ready- Track contact details for immediate updates
Communicate Clearly	<ul style="list-style-type: none">- Send daily/weekly agenda summaries- Confirm key details (time, location, links) in writing
Audit the Calendar	<ul style="list-style-type: none">- Remove redundant or low-value meetings- Check for overlaps or double-bookings