My responsibilities have always been to do whatever needs to be done. =hat has not changed for me expect in the capacity that I don't travel =ith you anymore. There is still plenty of work and projects to be done. =he first thing I do every morning is check my emails and lists to see =hat needs to be addressed and worked on. I do this all day, everyday of =he week.

Every day/week/month is different. It's always been this way. There =ever has been a clear and defined list of responsibilities for any of =he personal assistants because we all do whatever is asked of us, or if =ne of us it unable to do it, we work together to help each other out to =et it done.

For example when the movers for 4M to 3M had to reschedule for a day =hen I was going to be out of town, I went through the whole apt with =ue before I left and told her what should be done with each item in the =pt so she could meet with the movers and would know what to do. And =hen she was sick before you left for Paris, she asked me to buy some =hings for your trip and make sure your bag was packed with everything =ou needed to take.

Examples of things I've worked on or am working on recently are tea =ets, leather samples for gym equipment and organizing recovering them, =ooking for white rugs, looking for apt furniture, organizing flooring =eople for 3M, choosing paint colors for 3M, LSJ furniture, having photo =rinted for LSJ, buying gifts, organizing travel (booking tickets, cars) =ealing with staff schedules, ordering take out for dinners/snacks, =rdering things for you and houses online, ordering dishes and =ilverware for 71st and LSJ, making sure everything is ready and taken =are of for install of 71st dining room carpet, answering questions =egarding how LSJ is structured or finding out who can answer, etc, etc, =tc...=?xml version=.0" encoding=TF-8"?> <!DOCTYPE plist PUBLIC "-//Apple//DTD PLIST 1.0//EN" "http://www.apple.com/DTDs/PropertyList-1.0.dtd">

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