

I feel after 11 years of being a traveling assistant, it's time to redefine my role. I understand that it's best for you if I continue to travel since I have had the privilege of doing so for many years; however I need to start looking forward. As grateful as I am for the many years that I have traveled with you and all of the experiences that I never would have had without you—I am at a point, where I want to channel the confidence and life experience that I built with working with you into something that I can call my own.

I believe the past 6 months have been a good introduction/test period for how things can be structured going forward. I would like to step out of the traveling assistant role and be more of a managing figure for the future traveling assistants (████████) as well as the NY and PB staff. I would continue to handle any household/personal projects for you either from NY or remotely. I am fully confident that I can help train, manage and oversee the other assistants who will travel with you, knowing that you will be in good hands. Despite your trip to California in August, I feel this has worked out relatively well in the past 6 months. I would love to get a better understanding of what expectations were not met and where I can coach █████ to better anticipate and satisfy yours needs.

However, I do think that the more trips a new travel assistant takes, the better and more natural they will be at it. █████ has a great handle on what needs to be done on these trips and we can start training █████ to have more responsibility if you want her to take on this type of role. I can put together a manual for travel for different circumstances; your homes, domestic destinations, foreign countries, etc. The manual would cover everything they need to think about, be aware of, be prepared for, and of course I am always available to help guide them anytime.

Considering the timing of the upcoming Europe/Africa trip, and my planned absence from it; I propose to continue on as we have the past few months and begin right away with █████ as the main traveling assistants. If you feel in 6 months it doesn't seem to be working out, we can reevaluate the situation.

I very much want to grow as a person, to challenge myself and accomplish something on my own. You are family to me and I have cherished the time that I have been by your side but now I need to devote some time to focusing on more personal endeavors such as a home accessories line, custom back gammon boards, The Style Skinny book with Kathryn, etc. but still being an asset to you. You are a life mentor to me. I have always looked to you for advice and you have always had my best interests at heart; something that I hope will never change.

#### **████'s responsibilities will include:**

Manage NY and PB staff

Handle any house projects; interior design, Photoshop and printing photographs

Sourcing and purchasing items for houses

Sourcing and purchasing JE personal items, gifts to others from JE..

Manage NY guest apartments at 301

Study and become a NY notary

Take care of any research/sourcing projects

Help organize all travel; book flights, cars, organize staff, chef, and others traveling with you

Flower arrangements for 71<sup>st</sup>

#### **████ responsibilities will include:**

Being your main travel assistant

Looking after your personal and immediate needs

Helping with 301 apts when needed(until we get a proper person to clean; currently █ has been handling arranging cleaning services, getting laundry to and from cleaners, etc)

Make travel arrangements, book tickets, cars, etc..

Printing photos

Shopping, running errands...

**█ responsibilities will include:**

Being a travel assistant

She can be very helpful in Paris since she can speak French

Looking after your personal and immediate needs; she is proving to be very good at this (facials, exercise, ginger drink, etc..)

Helping with errands in NY