



 exec angels

Discover  
Your Career  
Niche





# Discover Your Career Niche

Thank you for downloading the Exec Angels Career Niche workbook!



**Being an administrative professional provides you with thousands of opportunities!**

Many admins develop their unique skills to become experts in particular areas, manage projects and become indispensable to their business.

This short workbook is your chance to work out which aspects of your role you really love and would like to develop.

Try to answer each question as honestly as possible.

For daily advice and guidance on all things admin, head to our online community - <https://www.facebook.com/groups/ExecAngelsNetwork>



# 1 - Establish Your Key Skills

Listed below are some examples of key tasks that you may encounter during your day to role....

- Event co-ordination
- Travel planning
- Diary management
- HR / recruitment admin
- Expenses / accounts
- Invoicing
- Health & Safety advice
- Copy writing / editing
- Proofreading
- Minute-taking
- Transcription
- Shorthand
- Mail Merge
- Creating presentations
- Creating document templates
- Creating and monitoring databases
- Marketing / promotion
- Public speaking
- Negotiation with suppliers
- Office management
- Social media management
- Graphic design
- Web design
- Customer relations
- Research
- Meeting co-ordination
- Email management
- Board governance
- Arranging social events for staff / suppliers
- Mentoring new staff

**Make a note of the tasks on the list, and any other tasks, that you most enjoy doing.**



## 2 - *Niche Down!*

**What do you particularly enjoy about these tasks?**

The tasks you have selected are likely to be the ones you're the most confident undertaking - because you're the best at them! You may have a natural flair for event management, or a meticulous eye for detail, or perhaps you have a good head for numbers.

These are your niche skills - the ones where you can perform as your best self and receive good feedback from your peers.

Much as we'd like to do 'all the things', we can't be an expert at every single thing. It's important to identify your strengths, the things that make you feel fulfilled at work, and develop them.

**Visualise yourself in two to three years time. Where do you want your career to be by this point? Don't be afraid to dream big!**



**How can you develop your niche skills to reach this point? For example:**

- **What projects can you take on at work that will allow you to shine?**
- **Is there any training you could take on to develop your skills and expertise?**



## 3 - Take Action

Did you feel any resistance around the last question? For example, *my employers won't let me take on that project, my boss will never pay for my training, there are no opportunities for me...*

Truth bomb time. The people that get ahead and shine in their careers are those that push past these limiting, self-deprecating thoughts and put themselves forward.

Employers respect employees that put their hand up for things. You don't know that there are no upcoming projects for you, unless you ask! Your employers won't know you want to undertake some training, unless you ask! Even if these opportunities aren't available at the moment, they will come up and you will have already indicated to your employers that you're keen to get involved.

**What action are you going to take to develop your niche skills?**



Nobody should ever be in a career where they feel undervalued. Everyone has a right to feel happy and fulfilled in the workplace - after all we spend most of our time at work!

A good employer will be supportive. If your employer isn't, then that's even more reason to develop your skills and take them somewhere where they are fully appreciated!

This is your first step to taking action to develop success in your career - you deserve this!

I hope you found this short exercise useful. To find out more about Exec Angels and receive information on upcoming training opportunities, you can sign up to our mailing list at our website - [www.execangels.org](http://www.execangels.org)



*You got this!*

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