



ATTIC

YOUR FIRST 90 DAYS AS A PRIVATE HOUSEHOLD PA

Master the Art of Private Service, Step by Step.

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SUCCESS PLAN

Stepping into a private household as a Personal Assistant is both exciting and challenging. Your first 90 days are crucial in establishing trust, building routines, and setting the tone for a long-term, successful working relationship. This success plan breaks down your first three months into clear, focused goals to help you thrive.

MONTH 1: OBSERVE, LEARN, AND BUILD TRUST

- Spend time understanding the household structure, daily rhythms, preferences, and personalities.
- Take detailed notes. Learn names, contacts, passwords (securely), and routines.
- Be punctual, discreet, and professional at all times.
- Clarify boundaries, responsibilities, and communication preferences.
- Set up or review systems (calendars, to-do lists, digital folders).
- Maintain a low profile while showing initiative when appropriate.

MONTH 2: TAKE OWNERSHIP AND STREAMLINE

- Begin to anticipate needs rather than react to them.
- Propose small improvements to existing systems (travel planning, filing, scheduling).
- Build relationships with key external contacts.
- Identify inefficiencies or bottlenecks and offer solutions.
- Begin to establish yourself as a reliable, go-to point of contact.

MONTH 3: ESTABLISH AUTHORITY AND ADD VALUE

- Take full ownership of the PA function.
- Introduce new tools or procedures (e.g. household manual, contact database, digital scheduling – your black book of contacts).
- Propose long-term projects (annual travel calendar, filing overhaul, gift-buying plan).
- Deliver at least one tangible success or improvement to demonstrate your value.
- Schedule a feedback session with your principal to align on expectations.

FINAL THOUGHTS

The most successful household PAs are those who combine quiet efficiency with strong emotional intelligence. In these first 90 days, your goal is to become indispensable not by being visible, but by ensuring everything simply works. This plan will help you lay the foundations for a rewarding, long-term role in a private household.



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