



The Future-Proofing Audit

Before You Begin

The administrative profession is changing faster than at any other time in its history.

Artificial intelligence is reshaping the way work gets done. Organisations are redesigning roles, questioning traditional ways of working and placing greater value on people who can think strategically, improve processes and connect people, information and technology. At the same time, the work many Executive and Administrative Assistants have been doing for years is finally being recognised for what it really is: an essential part of how organisations operate.

Future-proofing your career is not about trying to predict every new technology or learning every new tool. Technology will continue to evolve. The capabilities that matter most are those that enable organisations to adapt, make better decisions and operate more effectively.

The Global Skills Matrix 2026 demonstrated that the profession has already evolved. More assistants are leading projects, improving business processes, supporting governance, implementing AI and influencing organisational outcomes than ever before. Recent developments in AI, including intelligent agents and workflow automation, have only accelerated that shift. As routine tasks become increasingly automated, human capability becomes more valuable, not less.

This audit has been designed to help you assess your readiness for the next stage of your career. It is not a test of how good you are at your current job. It is a measure of how prepared you are for the profession that is emerging.

Answer every statement honestly, based on what you consistently do today, not what you hope to do in the future. Some questions may challenge your assumptions or highlight uncomfortable truths about your current role or your organisation. That is the purpose of this exercise. Awareness is the first step towards meaningful growth.

By the time you reach the final page, you will have a clear picture of your strengths, the capabilities you need to develop and a practical action plan to help future-proof your career over the next five years.

The future of the profession is already taking shape. This audit will help you decide what part you want to play in it.

How to Complete the Future-Proofing Audit

This audit is designed to assess your **future readiness**, not simply your current performance.

It measures the capabilities that organisations will increasingly value over the next five years, drawing on the Global Skills Matrix 2026, emerging workplace trends, and the changing role of Executive and Administrative Assistants in a world shaped by AI.

Read each statement carefully and score yourself using the scale below.

1 – Never

This is not currently part of my role or capability.

2 – Occasionally

I do this from time to time, but not consistently.

3 – Usually

I demonstrate this regularly and with confidence.

4 – Consistently

This is a recognised strength and an established part of how I work.

5 – Expert

I consistently demonstrate this capability at a high level and could confidently support, coach or lead others in this area.

A few things to remember

- Be honest. This audit is for you, not your manager or your organisation.
- Score yourself based on what you consistently do today, not what you could do if given the opportunity.
- If you're unsure between two scores, choose the lower one. It will give you a clearer picture of where to focus your development.
- Some questions relate to opportunities your organisation provides. If you have never had the chance to demonstrate a capability, score yourself based on your current evidence, then reflect on whether you need to seek new opportunities.

Your Results

At the end of the audit, you'll receive:

- An overall Future-Proofing Score.
- A profile showing how prepared you are for the next five years.
- Insight into your strongest capabilities and greatest development opportunities.
- A practical action plan to help you prioritise your next steps.

Remember, this is not about achieving a perfect score.

The most successful professionals are not those who have mastered everything. They are the ones who know what they need to learn next, then take deliberate action to develop it.

Section 1: Strategic Thinking & Business Acumen

The assistants who create the greatest value understand far more than their own workload. They understand the business, anticipate what is coming next and make decisions that support organisational priorities. They don't simply respond to requests. They think ahead, identify opportunities and contribute to better outcomes.

Score each statement from 1 to 5.

Statement	1	2	3	4	5
I understand my organisation's strategy and long-term objectives.	☐	☐	☐	☐	☐
I understand how my executive's priorities support the wider business strategy.	☐	☐	☐	☐	☐
I can confidently explain how my role contributes to organisational performance.	☐	☐	☐	☐	☐
I regularly anticipate issues before they become problems.	☐	☐	☐	☐	☐
I make decisions using business priorities rather than simply following instructions.	☐	☐	☐	☐	☐
I understand the commercial or operational drivers that influence decisions in my organisation.	☐	☐	☐	☐	☐
I actively look for ways to improve efficiency, effectiveness or business outcomes.	☐	☐	☐	☐	☐
I understand the impact my work has beyond my executive or immediate team.	☐	☐	☐	☐	☐
I regularly use data, evidence or insight to support recommendations or decisions.	☐	☐	☐	☐	☐
I actively seek opportunities to contribute beyond the traditional expectations of my role.	☐	☐	☐	☐	☐

Section Score: ____ / 50

Reflection

Which statement received your lowest score?

What is one action you could take over the next three months to improve this area?

Section 2: Operational Leadership & Infrastructure

The most effective assistants don't simply complete work. They improve how work happens.

They connect people, information and processes. They remove obstacles before they slow the business down. They create consistency, improve decision-making and build systems that enable others to perform at their best. This is where the administrative profession is increasingly creating its greatest value.

Score each statement from 1 to 5.

Statement	1	2	3	4	5
I regularly identify opportunities to improve the way work flows across my team or organisation.	☐	☐	☐	☐	☐
I improve processes rather than simply following existing ones.	☐	☐	☐	☐	☐
I connect people, information and decisions to help work move forward more effectively.	☐	☐	☐	☐	☐
I am trusted to solve problems without waiting for detailed direction.	☐	☐	☐	☐	☐
I can see how decisions made in one area affect other parts of the organisation.	☐	☐	☐	☐	☐
I actively remove bottlenecks or inefficiencies that prevent work from progressing.	☐	☐	☐	☐	☐
I build systems and processes that continue to work, even when I am not there.	☐	☐	☐	☐	☐
I regularly coordinate work involving multiple stakeholders, teams or functions.	☐	☐	☐	☐	☐
My executive relies on me for operational judgement, not just administrative support.	☐	☐	☐	☐	☐
I see myself as part of my organisation's operational infrastructure, not simply as someone who provides support.	☐	☐	☐	☐	☐

Section Score: ____ / 50

Reflection

Which operational capability would have the greatest impact on your career if you developed it further?

What is one process or system you could improve over the next three months?

Section 3: AI, Technology & Workflow Design

The biggest opportunity presented by AI is not doing the same work faster. It is redesigning how work gets done.

The assistants who will thrive over the next five years will understand where AI adds value, where human judgement remains essential, and how technology, people and processes can work together to create better outcomes.

Score each statement from 1 to 5.

Statement	1	2	3	4	5
I use AI to improve the quality of my work, not just the speed.	☐	☐	☐	☐	☐
I understand the strengths and limitations of AI and know when human judgement is essential.	☐	☐	☐	☐	☐
I use AI to automate repetitive tasks where appropriate.	☐	☐	☐	☐	☐
I think about redesigning workflows, not simply automating individual tasks.	☐	☐	☐	☐	☐
I understand how AI agents and workflow automation could improve the way my team or organisation operates.	☐	☐	☐	☐	☐
I critically review AI-generated content before it is shared with executives, colleagues or clients.	☐	☐	☐	☐	☐
I actively explore new technologies that could improve organisational effectiveness.	☐	☐	☐	☐	☐
I help others adopt new technology with confidence.	☐	☐	☐	☐	☐
I see AI as a way to increase my strategic contribution, not as a threat to my role.	☐	☐	☐	☐	☐
I regularly invest time in developing my digital and AI capability.	☐	☐	☐	☐	☐

Section Score: ____ / 50

Reflection

Which AI or technology capability would have the greatest impact on your effectiveness over the next 12 months?

How could technology help you create more value for your executive or organisation, rather than simply save time?

Section 4: Judgement, Influence & Executive Partnership

Technical skills may get you noticed. Judgement earns trust.

As routine work becomes increasingly automated, organisations will place even greater value on assistants who exercise sound judgement, influence decisions, communicate with confidence and act as trusted partners to their executives.

Score each statement from 1 to 5.

Statement	1	2	3	4	5
My executive trusts my judgement when making decisions.	☐	☐	☐	☐	☐
I confidently make decisions within my level of responsibility without waiting for permission.	☐	☐	☐	☐	☐
I challenge ideas or decisions respectfully when I believe there is a better approach.	☐	☐	☐	☐	☐
I communicate confidently with people at every level of the organisation.	☐	☐	☐	☐	☐
I influence outcomes through credibility, relationships and sound judgement rather than authority.	☐	☐	☐	☐	☐
I protect my executive's time, attention and decision-making capacity.	☐	☐	☐	☐	☐
I am trusted to handle confidential or sensitive situations with professionalism and discretion.	☐	☐	☐	☐	☐
I remain calm and make sound decisions when priorities change or pressure increases.	☐	☐	☐	☐	☐
I provide recommendations, not just information, when supporting decisions.	☐	☐	☐	☐	☐
My contribution is recognised because of the quality of my thinking, not just the quality of my execution.	☐	☐	☐	☐	☐

Section Score: ____ / 50

Reflection

Which of these capabilities would strengthen your partnership with your executive the most?

What one change could you make that would increase the trust others place in your judgement?

Section 5: Career Ownership & Future Readiness

No one has a greater influence over your career than you.

The profession will continue to evolve. New technologies will emerge.

Organisations will change. Roles will be redesigned. The assistants who continue to grow will be those who take ownership of their development, remain curious and deliberately build the capabilities the future demands.

Score each statement from 1 to 5.

Statement	1	2	3	4	5
I have a clear vision for where I want my career to be in five years' time.	☐	☐	☐	☐	☐
I actively invest in my professional development every year.	☐	☐	☐	☐	☐
I regularly seek opportunities that stretch my skills and experience.	☐	☐	☐	☐	☐
I build relationships and networks that support my long-term career.	☐	☐	☐	☐	☐
I keep up to date with developments affecting the administrative profession and the wider business world.	☐	☐	☐	☐	☐
I can clearly articulate the value I bring to my executive and my organisation.	☐	☐	☐	☐	☐
I am developing capabilities that will remain valuable as AI and technology continue to evolve.	☐	☐	☐	☐	☐
I actively seek feedback to improve my performance and accelerate my development.	☐	☐	☐	☐	☐
I take responsibility for creating opportunities rather than waiting for them to appear.	☐	☐	☐	☐	☐
If my current role disappeared tomorrow, I would feel confident about securing an equally challenging or more senior position.	☐	☐	☐	☐	☐

Section Score: ____ / 50

Reflection

What is the single most important capability you need to develop to future-proof your career?

What is one commitment you are prepared to make today that your future self will thank you for?

Your Future-Proofing Reality Check

This page is different.

There are no scores.

There are no right or wrong answers.

These questions are designed to challenge your thinking. Take your time. If a question makes you uncomfortable, don't skip it. Those are often the questions worth answering.

Reflection

If AI removed half of your current tasks tomorrow, what unique value would you still bring?

Could you explain your contribution to your organisation without mentioning your calendar, inbox, meetings or travel?

Are you becoming more valuable each year, or simply more experienced? Why?

What work are you still doing that technology should probably be doing instead?

What work do you do that technology is unlikely to replace because it depends on judgement, relationships or organisational understanding?

If your executive moved to another organisation tomorrow, would your career continue to grow? Why or why not?

What is the biggest assumption you hold about your role that may no longer be true?

What is one capability you need to develop now because waiting another two years will put you behind?

What do you want to be known for five years from now?

When you look back at this page in a year's time, what answer do you hope will have changed the most?

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Your Results

Step 1: Calculate Your Total Score

Section	Maximum Your Score	
Strategic Thinking & Business Acumen	50	_____
Operational Leadership & Infrastructure	50	_____
AI, Technology & Workflow Design	50	_____
Judgement, Influence & Executive Partnership	50	_____
Career Ownership & Future Readiness	50	_____
Total	250	_____

Step 2: What Your Score Means

210–250 | Future Ready

You're already operating beyond the traditional expectations of the profession. Continue stretching your thinking, influencing organisational change and investing in the capabilities that will define the next generation of administrative leadership. You think beyond tasks, embrace change and understand the wider impact of your role. Don't become complacent. Continue building your business knowledge, leadership capability and understanding of emerging technologies so you remain ahead of the profession.

170–209 | Strong Foundations

You are developing many of the capabilities that organisations increasingly need. Your next step is to move beyond excellent execution and become recognised for improving how work happens. Focus on the areas where you scored lowest and look for opportunities to broaden your influence beyond your current responsibilities.

130–169 | At a Turning Point

Your career has strong potential, but the profession is moving quickly. The decisions you make over the next few years will determine whether you keep pace with that change or find yourself defined by an outdated version of the role. Prioritise learning, seek opportunities that stretch your capabilities and begin positioning yourself for the role the profession is becoming, not the one it has traditionally been.

Below 130 | Time to Reset

The profession has already changed. This audit suggests your development now needs to become more deliberate. The encouraging news is that every capability measured here can be learned, strengthened and put into practice. Your results suggest there are significant opportunities to strengthen your future readiness. This is not a measure of your potential or your value. It is simply a snapshot of where you are today. Every capability in this audit can be developed, and every step you take now will increase your confidence, your contribution and your career opportunities.

One Final Thought

Your score is not your destination.

It is your starting point.

The value of this audit lies not in the number you achieved, but in what you choose to do next. The administrative profession is changing rapidly, and the assistants who thrive will be those who continue to learn, adapt and lead that change rather than wait for it.