

# Executive Assistant Taking Calls

**Caller**

*Incoming call, caller requests to speak to entrepreneur*

**Assistant**

Hello, (Caller Name), My name is (Assistant Name). I am (Entrepreneur) assistant and since he is extremely busy, I handle his incoming phone calls. Is there something I can help you with?

**Caller**

*Answers yes or no*

**Assistant**

I can set up and time for you to speak, but first I need a little more information. What is the call regarding?

**Caller**

*Provides call details*

**Assistant**

Great, I will provide (Entrepreneur Name) with these details. What time is best for you for a telephone meeting? (Date and Time Option 1) or (Date and Time Option 2)?

**Caller**

*Selects appointment time*

**Assistant**

Great. I have set the appointment in the schedule. What is the best number to reach you at?

**Caller**

*Provides phone number*

**Assistant**

Thank you very much (Caller Name). You will be receiving a call from (Entrepreneur Name) on (Appointment Date and Time).

Have a great morning/afternoon/evening!

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