



## *Laura Johnston*

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## Biography

Laura Johnston is the creator of The Assistant's Handbook and a Dubai-based Executive Assistant. An EA cheerleader, Laura is passionate about the assistant role, team culture and employee engagement. Having originally studied English Law and French Law, Laura pivoted upon graduating and joined an automotive consultancy supporting the Chairman. Since then, Laura has worked in corporate banking, an AI start up, and is currently EA to the c-suite for a food delivery service in Dubai.

A firm believer that the right tech empowers EAs to be more efficient, make smarter decisions and free up time to focus on business-critical projects, Laura seizes every opportunity to learn and share new skills. Laura has hosted and been a panellist for webinars and has featured on podcasts.

Laura's mission with The Assistant's Handbook is to build an online community of like-minded assistants. Through articles, videos and recommendations, Laura helps assistants step into their role and take control of their career.

## Session: Notion: Lego for Your Working Life

Notion is the all-in-one workspace set to revolutionise how you work. Starting with a blank page, Notion brings together the functionality of Word, Trello and Evernote (to name a few) so you can fully customise how you work all from one place. Built with flexibility and collaboration at its core, use Notion to collate meeting notes, manage projects and maintain policies.

In this introductory session, you will discover with Notion is the productivity and collaboration tool set to supercharge your day.

## Learning Objectives:

- What it is about Notion that makes it so unique
- How to get started when faced with your first Notion page
- The anatomy of a Notion page
- Basic formatting to give structure to your notes
- Getting started with Kanban boards
- How to personalise your page layouts
- How to create subpages and navigate them

At the end of the session, you will have learnt how to structure your first page and the foundational skills you need to incorporate Notion into your work life.

[Click here](#) to buy this session for personal use or to share with your team

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to make an appointment to speak to us about booking Laura to speak to your team either virtually or in person



This session is worth 0.5 IAAP recertification points.