



Support /S Strategy A Reflection Guide for Administrative Professionals

A mindset-shifting tool by Peggy Vasquez

This guide is for the administrative professional who's ready to stop shrinking—and start owning their strategic value.

You're not just support. You are a leader, a partner, a force for clarity, influence, and outcomes.

Use this worksheet to go deeper, get clear, and articulate your impact in a way that positions you as a true strategic partner.

Step 1: Reframe Your Role as Strategy

Let's begin by identifying the ways your support already contributes to strategy.

- What decisions have I helped shape, directly or indirectly, this quarter?

- What problems have I prevented before they became visible to others?

- Where have I strengthened trust between people, teams, or departments?



- How have I contributed to clarity, alignment, or momentum for my executive or team?

- What patterns do I see that others miss, and how have I acted on them?

Step 2: Uncover Your Strategic Edge

You bring a unique lens to your work. These questions help you recognize the value others may not always name, but deeply rely on.

- When was the last time someone said, "I didn't think of that, thank you!"? What was it about?

- What do people consistently rely on me for beyond task execution?



- What do I instinctively notice or question that helps others make better decisions?

- When have I redirected or reshaped a conversation to get a better outcome?

- What data, context, or insight do I regularly bring that others can't see on their own?

Step 3: Speak About Your Value Like a Leader

Bridge internal clarity with external communication. Use these prompts to prepare for reviews, executive conversations, or job scope meetings.

- How does my work protect time, focus, or resources for my executive or team?



- How does my role serve as a bridge between strategy and execution?

- What's one example of a decision or result that improved because I spoke up?

- What language can I use to describe my work that emphasizes strategic thinking, not just task completion?

- What am I uniquely positioned to see or influence in my organization, and how can I speak to that more confidently?



What's one sentence I can use to confidently describe how I add strategic value in my role?

Anchor Statement

You don't need a title to lead. You don't need permission to claim your voice.

Support is not less. Support is strategic.

Own it. Speak it. Lead from where you sit.

You're not becoming a leader someday—you're leading already.

Now let the world see it.

You've done the reflection.

Now lead like the strategic partner you already are.

I'm cheering you on—always.

– Peggy