

From: [REDACTED] <[REDACTED]>
To: [REDACTED] >
Subject:
Date: Thu, 20 Sep 2012 15:16:16 +0000

I feel after 11 years of being a traveling assistant, it's time to redefine my role. It's good for you if I continue to travel since I'm really good at it from doing it so long, but for me, that aspect of things is no longer a challenge and is not allowing me to grow in other areas.

I believe the past 6 months have been a good introduction/test period for how things can be structured going forward. I would like to step out of the traveling assistant role and be more of a managing figure for the future traveling assistants ([REDACTED] and [REDACTED]), for NY and PB staff, and to handle any household/personal projects for you from which I can take care of from NY or from afar. I can help train, manage, oversee the other girls who will travel with you. I feel this has worked out relatively well in the past 6 months, except for your last California trip in August. I believe all of your travels to your own homes in the past 6 months have gone smoothly as far as I have heard. I understand you weren't happy with the last San Fran trip with Jen, [REDACTED], Karyna and [REDACTED]. I wasn't there, so don't understand what exactly happened, but the only way for these trips to go smoothly in the future with someone other than me is for them to keep doing these trips on a consistent basis. I believe [REDACTED] has a great handle on what needs to be done on these trips and we can start training [REDACTED] to have more responsibility if you want her to take on this type of roll. I can put together a manual for travel for different circumstances; your homes, domestic destinations, foreign countries, etc. Everything they need to think about, be aware of, be prepared for, and of course I am always available to help guide them anytime.

Considering the timing of the upcoming Paris/Africa trip, since I already won't be going on this trip, I propose to continue on as we have the past few months and begin right away with [REDACTED] and [REDACTED] as the main traveling assistants.

I very much want to grow as a person, to challenge myself and accomplish something on my own. This will allow me to devote some time to focusing on some personal endeavors such as a home accessories line, backgammon boards, [REDACTED] book with Kathryn, etc. while still being an asset to you.

[REDACTED] responsibilities will include:

Manage NY and PB staff

Handle any house projects; interior design, photoshop and printing photographs, Sourcing and purchasing items for houses

Sourcing and purchasing JE personal items, gifts to others from JE..

Manage NY guest apts at 301

Study and become a NY notary

Take care of any research/sourcing projects

Help organize all travel; book flights, cars, organize staff, chef, and others traveling with you

Flower arrangements for 71st

■■■■ responsibilities will include:

Being your main travel assistant

Looking after your personal and immediate needs

Helping with 301 apts when needed (until we get a proper person to clean; currently ■■■■ has been handling arranging cleaning services, getting laundry to and from cleaners, etc)

Make travel arrangements, book tickets, cars, etc..

Printing photos

Shopping, running errands...

■■■■ responsibilities will include:

Being a travel assistant

She can be very helpful in Paris since she can speak French

Looking after your personal and immediate needs; she is proving to be very good at this (facials, exercise, ginger drink, etc..)

Helping with errands in NY