

Aiwuyor Samson

ID: a9UM75626

COURSE NAME:

**A Day in the Life of a Business Executive**

Student’s Profile

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**Introduction**

The mind blowing idea about a day in the life of a business executive is apparently treated in this study in line with organizational settings and administration. In this study we would know who is a business leader or administrator?

It is clearly seen in the section of this lesson; the functions and duties of a business administrators, managers and interrelationship of a business executives in the discharged of their responsibility.

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A day in the life of a business administrator

Overview: business executive do share many overlapping roles and responsibilities, a business administrator may face six things that comes into play in his business day.

1, Communication

A good communication skill is what a business administrator needs to carry out his daily activities either by mailing, texting or on phone, and meeting goal.

2, Strategy

A typical business administrator or leader should sets aside at least 30 minutes every morning to strategize. This includes setting and evaluating goals for the day, weeks, months and year, time management and prioritization.

3, Travel

Business leaders just spend under an hour everyday commuting. Nevertheless, this can vary widely depending on the individual.

4, People

We hear it over and over again: Business is about people. Apple luminary Steve jobs knew this and lived it. ‘’ think about the type of people you want to work with. Think about the types of customers you want to enjoy serving. Think about the friends you want to have. Then, change what you do so you can start attracting those people. Kind people like to associate with kind people. Exceptional employees want to work for exceptional bosses. Be the best you can be, and work to surround yourself with people who are even better’’.

5, Exercise and personal development

‘’All work and no play makes jack a dull boy’’, according to old adage. Every business leader make out time for personal leisure and exercise.

6, Relaxation and family time

Spend time with family is vital part of the pre-and post-work day for business leader.

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Responsibilities of a business administrator

Ordinarily, a business administrator supervises the general operation of an organization. Business administrator is in charge of problem solving, developing and implementing plans, overseeing teams, and meeting goals. Most importantly, a business administrator focuses on the progress of work and the results that work produce. Monitoring productivity and accounting are groundwork responsibility of a business administrator.

Administrative personnel in an organization are under the supervision of managers, they can recommend and implement policies and procedures so that goals are reach. With better results.

Furthermore, the work of business administrator also includes planning, leading, controlling and organizing activities within an organization. It is the duty of the administrator to carry out the following but not limited to:

1, financial management

2, public relations

3, purchasing

4, negotiation

5, staff recruitment

6, expenditure

7, marketing and promotion

8, mediation

8, attending official function

10, facilitation of official programs

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Work environment for a business leader or administrator

Universally, business administrators work in an office they oversee one main department or interact with different departments. In fact, one of the main component of a business administrator’s day is spending time communicating with both staff and executives and timeline for meeting goals and executing strategies are part of business administrator’s tasks in order to execute these duties, it is pertinent that a business administrator have certain skills to be able to administer their duties effectively.

These skill include problem solving, effective verbal and written communication skills, computer literacy in a number of programs and ability to plan, control, organize and lead organizational function effectively.

Great number of business administrators work in an industries such as local government, finance, insurance, healthcare, marketing, retail and education.

Career in administration often needs long hours, including overtime hours, the typical administrator work 50-60 hours per week, and some may work more.

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Daily significant steps of a business executive

A business leader makes a lot of lifestyle sacrifices and apart from potential financial gain of a business administrators, huge challenges are on the part of daily discharged of duty which are summarized as following.

Early riser

The typical routine for a business executive is rise early at 6,00am and take a walk out at the gym for roughly 30 to 45 minutes before hitting the shower. Exercise is considered to be so important in the daily routine of a business leaders or administrator, this not only to keep their weight under control but to also improve their mood and gives energy boost, which leads to increase productivity.

Handling emails

The first thing business executive do in the early hour is to get caught up with everything in their inbox.

Meetings

A typical business executive will spend time roughly 2 to 3 hours of their day attending meetings or conferences.

Meals

Actually, a half hour slot allocated for lunch at midday, especially if breakfast don’t happen.

Dinner is the meal that the majority of business executive do not miss.

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Typical profile

Many business leaders who are following the daily typical routine will have worked their way up to the exalted position and may have been with their present company for 6 years or more.

What a business leader is expected to do

Business leaders is expected to lead by example and top executive will often work closely with other executives and managers who are at lower levels of management.

A top executive is able to develop strategies and implement policies which will allow the business to meet its financial and operation goals.

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What I understand or learn from the study:

1, a business degree can help you strengthen these skills like coursework in organizational leadership, and model your skill in leadership, communication, and conflict management by providing a theoretical framework to assess your own choice.

2, the article make me to understand the duty of a business administrator which includes purchasing, public relation, recruitment etc.

3, business administrator’s skill is a crucial aspect of his office, having capability to operate in full dimensional verbal and written communicational skills, problem solving, ability to plan, control and lead organization function effectively.

How can I apply the knowledge to study better at AIU?

Yes, knowledge gained from study redirected my focus in line with achieving an MBA at AIU, this cannot

be overemphasize because the article model my ideology to be more vibrant in my studies through the part of a successful business administration.

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**Conclusion**

In conclusion, the knowledge and idea derived from the study of a day in the life of a business executive in the light of knowing the work environment of a business leaders, challenges and daily significant steps of a business administrators etc.

Consequently, the work of business administrator also includes planning, leading, controlling and organizing activities within an organization.

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Bibliography

Test of the essay

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