

# Typical Days in the Life of an Investment Banking Analyst

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To help you with survive your early days as an investment banking analyst, we have put together 5 typical days or scenarios you will likely have to face, with some useful tactics and tips to overcome those situations.

## Scenario 1: the "live deal" day

Working on live transactions / working on several projects at once. Tasks are mainly organisational, such as liaising with clients, accountants, lawyers, other advisors, collating and distributing materials and working hard to tight deadlines.

Tips:

- (i) Always remain cheerful however busy you get
- (ii) write every task down on a notepad to make sure you don't miss anything
- (iii) let you assistant know where you are at all times
- (iv) keep team members informed of progress
- (v) triple check documents before sending out any confidential information or to client

## Scenario 2: the "Hermit" day

Valuation and profiles for a presentation. Tasks involve financial modelling, compiling comps, or making profiles, which are "solitary" tasks.

Tips:

- (i) Prioritise tasks
- (ii) Stay focused to avoid important/time consuming mistakes

(iii) Plagiarise - use templates, similar work, and ask other analysts if its been done before

(iv) Always double check and understand where every number comes from

### **Scenario 3: the "Hell breaks loose" day: the pre-presentation day (and night)**

Preparing marketing documents for a pitch or management presentations. Tasks involve processing comments, circulating drafts, waiting and chasing for feedback, managing the printing and checking for typos and mistakes.

Tips:

(i) Book the printing in advance

(ii) check, check and re-check

(iii) Chase people (nicely), make them aware of dealines (ie. printing times)

### **Scenario 4: the "Wear a suit" day**

Client meeting, roadshow or working with a client on-site. Tasks involve taking notes, and helping the client, often with menial tasks

Tips:

(i) Be professional and confident

(ii) Be ready to answer any question

(iii) Logistics: bring business cards and always carry the essentials (calculator, laptop, notepads, important documents)

(iv) don't check your bags in

(v) menial tasks earn you brownie points

(vi) expect the unexpected...

### **Scenario 5: the "Beach" day**

A day when you have nothing to do in the office i.e. between two assignments, slow down in activity.

Tips:

(i) Catch up on personal admin

(ii) Spend time focusing on your development (i.e. networking, private equity interview preparation, MBA essay preparation, catching up with headhunters)

(iii) No face time - go home early

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