



B A S E

50 Questions to get the most from your EA



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Delegate better and unlock more strategic support

A strong executive assistant is a strategic partner. But often, they are waiting for clear signals that you are ready for that level of partnership.

Asking these questions will show your EA that you value their judgment and want them to operate as a proactive, high-level partner. These conversations not only create more time for you but also unlock the full potential of your EA's skills and initiative.

Theme 1: Time & calendar management

Your time should be spent where it creates the most impact. These questions help you and your EA spot ways to protect focus time and eliminate low-value activity.

1. Where do you see time on my calendar being wasted?
2. If you could free up two hours on my schedule this week, what would you remove?
3. Are there any meetings you think I do not need to attend?
4. Which parts of my calendar could be restructured to make my week feel lighter?
5. What patterns do you notice that I might not see in my schedule?
6. Do you see any tasks that I am doing that someone else could do instead?
7. Where do you think I could use more protected time for focus work?
8. Are there decisions or follow-ups you could take on so I can avoid being a bottleneck?
9. If I could clear one day of meetings each month, how would you help make that work?
10. What would you change about how my calendar looks today?

Theme 2: Delegation & task ownership

A strong EA can remove friction and take ownership of outcomes, not just tasks. These questions signal that you are open to letting go of things that do not require your expertise.

11. What responsibilities should I hand over to you completely?
12. Where do you feel I am slowing things down and could trust you to handle more?
13. Which approvals could you take over from me so I do not become a bottleneck?
14. Are there recurring processes that you could own and improve without my involvement?
15. What is one decision I am making that you think I should hand off to you?
16. Are there small tasks you see me doing that you would like to take off my plate?
17. What is something I could delegate to you right now that would make both our lives easier?
18. Which reports or updates could you take full ownership of from now on?
19. Where do you see me too deep in the weeds and how could you pull me out?
20. If you could take over one thing today that would make the biggest difference, what would it be?

Theme 3: Projects & priorities

These questions help you keep your EA in the loop and uncover where they can take initiative, anticipate roadblocks, and keep your priorities on track.

21. Which priorities should I make more clear for you this month?
22. Are there projects where you feel underutilized that you could add value to?
23. What is falling behind that you think I have not noticed yet?
24. Where do you see opportunities for me to step back and let you lead?

- 25. Are there deliverables I should ask you to draft before I get involved?
- 26. Which upcoming commitments should we start planning for earlier?
- 27. Are there priorities that you think need to be on my radar but are not yet?
- 28. What risks do you see that I might not be considering?
- 29. Is there an initiative you think we should get ahead on before it becomes urgent?
- 30. What is one area where you would like more authority to move things forward without waiting on me?

Theme 4: Communication & relationships

Strong relationships drive success. These questions make your EA a partner in keeping key people engaged and reducing your communication load.

- 31. Which clients or contacts need extra attention right now?
- 32. Are there people I should be connecting with that I have not reached out to?
- 33. Which relationships should I prioritize this month?
- 34. Are there any follow-ups from meetings or emails that you can take over?
- 35. What is one thing we can do to make my communication feel more thoughtful and consistent?
- 36. Are there networking or speaking opportunities you think I should pursue?
- 37. How can I involve you more in team communication so messages stay clear and on time?
- 38. Which meetings need stronger follow-up and how would you handle that?
- 39. How would you create a system for me to stay in touch with important contacts?
- 40. What changes would make my inbox more manageable for you to support me better?

Theme 5: Strategy & forward planning

Great executives give their EA visibility into the future. These questions empower your EA to operate ahead of the curve and anticipate needs before they arise.

41. What do you see coming up in the next 60 to 90 days that we should start planning for?
42. Are there risks or challenges you want me to be aware of sooner?
43. How can you help me prepare for our next board or investor update?
44. If I cleared time for one big-picture project, how would you make that possible?
45. Are there events or conferences you think should be on my radar?
46. What would success look like for you in supporting me by the end of the year?
47. Where do you see inefficiencies that I might not notice?
48. What can I give you ownership of that will help both of us stay ahead?
49. How can you make my life 10 percent easier this quarter?
50. If there is one responsibility I should let go of permanently, what would you recommend?

Not getting the strategic support you need? [Connect](#) with us to discover how a Base EA can free your time and increase your impact.