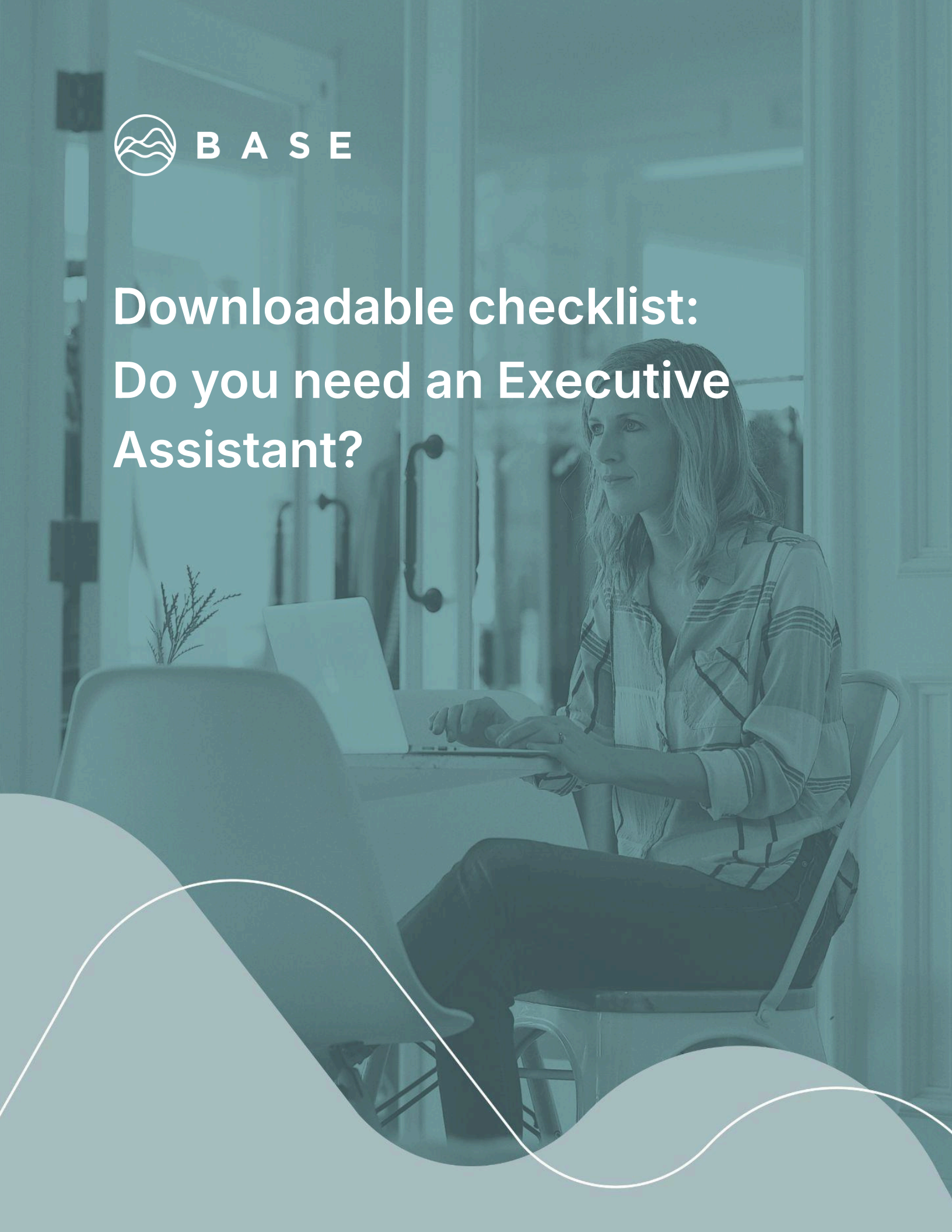




B A S E

Downloadable checklist: Do you need an Executive Assistant?



Is it time to hire an Executive Assistant?

Use this quick checklist to decide.

Why this checklist matters

If you're drowning in emails, missing deadlines, or working late to keep up with admin tasks, you might need an EA. This checklist helps you figure it out in under 2 minutes.

Quick self-assessment: Check all that apply

Time management

- ☐ My inbox has more than 1,000 unread emails.
- ☐ I spend over an hour a day scheduling or thinking about scheduling meetings.
- ☐ Important deadlines sometimes slip through the cracks.
- ☐ I've missed or rescheduled important meetings due to scheduling conflicts.
- ☐ I waste time searching for information or documents I need.
- ☐ I struggle to prioritize tasks because everything feels urgent.
- ☐ I often start my day without a clear plan.

Workload & stress indicators

- ☐ I work evenings or weekends to catch up on tasks.
- ☐ I feel mentally exhausted by small decisions before the day is halfway over.
- ☐ I feel reactive instead of proactive most days.
- ☐ I avoid taking time off fully because no one else can manage my workload.
- ☐ I experience frequent interruptions that derail my focus.
- ☐ I'm constantly multitasking and rarely complete deep work.
- ☐ I feel overwhelmed by context switching between tasks.

Missed opportunities & growth limitations

- ☐ I've turned down opportunities because I didn't have time.
- ☐ I worry that I'm neglecting high-value work for every day tasks.
- ☐ I delay strategic projects because I don't know where to find the time.
- ☐ I feel my growth or my team's growth is capped by my bandwidth.
- ☐ I've missed networking or relationship-building opportunities because of time constraints.
- ☐ I don't have enough time to think about long-term planning or innovation.

Scoring:

I checked _____ boxes.

Results

- **0–2 boxes checked:** You're managing well for now! But keep monitoring your workload.
- **3–6 boxes checked:** You're feeling the strain. It's probably time to explore how an EA could protect your focus.
- **7+ boxes checked:** You're deep in overload. Hiring an EA isn't a luxury at this point; it's necessary to scale sustainably.

Ready for an EA?

Base offers:

- Top-tier, US-based, EAs vetted for your specific needs.
- Matching process designed for alignment with your work style.
- Tools and training that make remote support seamless.

Schedule a [consultation](#) with Base and reclaim up to 20 hours a week.