



Executive Time Audit & Support Assessment

Identify Where You Can Reclaim Your Time and Improve Business Efficiency

As a business owner or executive, your time is one of your most valuable resources. This quick assessment will help you identify where your time is currently spent, which tasks may be limiting your productivity, and where additional support could help you focus on higher-value priorities.

Step 1: Where Is Your Time Going?

Estimate how much time you spend each week on the following activities:

Activity	Hours Per Week
Email management	_____
Calendar management & scheduling	_____
Meeting preparation & follow-up	_____
Administrative tasks	_____
Document creation & organization	_____
Travel coordination	_____
Vendor/client communication	_____
Reporting & tracking	_____
Strategic planning & leadership activities	_____

Step 2: Identify Your Biggest Time Challenges

Which areas currently create the most pressure?

- ☐ Too many administrative tasks
- ☐ Difficulty staying organized
- ☐ Too many meetings and interruptions
- ☐ Managing an overloaded inbox

- ☐ Keeping track of deadlines and follow-ups
- ☐ Lack of efficient processes
- ☐ Not enough time for strategic priorities

Other challenges:

Step 3: What Could Be Delegated?

Review your weekly responsibilities and identify tasks that:

- Do not require your direct involvement
- Take significant time but provide limited strategic value
- Could be completed more efficiently with the right support

Tasks I could delegate:

1.

2.

3.

4.

5.

6.

Step 4: Evaluate Your Current Systems

Rate each area from 1–5:

(1 = Needs Improvement | 5 = Highly Organized)

Document Organization

Score: _____

Can you quickly locate important files, contracts, and information?

Calendar Management

Score: _____

Does your calendar reflect your highest priorities?

Communication Systems

Score: _____

Are emails, messages, and follow-ups managed efficiently?

Administrative Processes

Score: _____

Are routine tasks documented and streamlined?

Task Management

Score: _____

Do you have a reliable system for tracking deadlines and responsibilities?

Step 5: Calculate Your Opportunity

If you could reclaim even 5–10 hours per week, what would you do with that time?

- ☐ Focus on business growth
- ☐ Develop new opportunities
- ☐ Spend more time with clients
- ☐ Improve leadership and decision-making
- ☐ Reduce stress and workload
- ☐ Focus on personal priorities

My biggest opportunity for improvement:

Step 6: Your Next Step

If your assessment shows that administrative responsibilities are taking valuable time away from your priorities, professional executive support may be the solution.

Elite VA provides executive-level administrative support designed to help business owners and leaders:

- ✓ Save valuable time
- ✓ Improve organization and efficiency
- ✓ Streamline business operations
- ✓ Focus on strategic priorities

Ready to discover how Elite VA can support your business?

Book a complimentary discovery call and let's discuss your unique needs.

778-877-4904

About Elite VA

Elite VA provides high-level executive assistance, corporate administrative support, and business operations support for executives, entrepreneurs, and growing organizations across Canada.