



Support Readiness Assessment

Is Your Business Ready for Executive-Level and/or Administrative Support?

Section 1: Your Current Situation

My business is currently:

- ☐ Growing quickly
 - ☐ Becoming more complex
 - ☐ Managing increased administrative demands
 - ☐ Expanding operations
 - ☐ Preparing for the next stage of growth
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Section 2: Administrative Challenges

I currently struggle with:

- ☐ Too many emails
 - ☐ Calendar overload
 - ☐ Missed follow-ups
 - ☐ Lack of organization
 - ☐ Too many operational tasks
 - ☐ Not enough time for strategic work
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Section 3: Delegation Readiness

I have tasks I could delegate:

- ☐ Yes
 - ☐ Some, but I am unsure where to start
 - ☐ Not yet
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Section 4: Support Requirements

I need help with:

- ☐ Executive assistance
 - ☐ Administrative organization
 - ☐ Business operations
 - ☐ Project coordination
 - ☐ Travel planning
 - ☐ Process improvement
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Your Results

Mostly Yes:

Your business may benefit from dedicated executive support.

Some Yes:

A customized support plan could help you improve efficiency.

Few Yes:

Start by identifying tasks that consume time but do not require your direct involvement.

Your Next Step

If your assessment shows that administrative responsibilities are taking valuable time away from your priorities, professional executive and/or administrative 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.