

VA READINESS CHECKLIST

IS IT TIME FOR YOU TO HIRE A VIRTUAL ASSISTANT?

As your workload increases and the pace of growth accelerates, it becomes harder to recognise when you're carrying more than your role can sustainably cope with. This readiness checklist provides a simple way to assess whether the pressure you're feeling is normal or if you're approaching a tipping point in the Executive Panic Cycle.

A few quick ticks will reveal how close you are to operational overload and whether now is the right moment to bring in fractional executive support from The VA House.

Allocate 1 point for every 'yes' tick

Stage 1: You are showing the signs of early strain

- | | | |
|--|------------------------------|-----------------------------|
| You're regularly working late to catch up on admin tasks | ☐ Yes | ☐ No |
| Scheduling clashes or missed appointments are increasing | ☐ Yes | ☐ No |
| Customer follow-up is slipping during busy periods | ☐ Yes | ☐ No |
| Board or investor updates take longer than they should | ☐ Yes | ☐ No |
| Admin is eating into strategic thinking time | ☐ Yes | ☐ No |

Stage 2: You're approaching full capacity

- | | | |
|---|------------------------------|-----------------------------|
| Deadlines feel harder to meet, even with long hours | ☐ Yes | ☐ No |
| Compliance tasks or documentation are building up | ☐ Yes | ☐ No |
| Internal coordination issues are causing delays or errors | ☐ Yes | ☐ No |
| Investor reporting formats are inconsistent or rushed | ☐ Yes | ☐ No |
| Firefighting is replacing proactive planning | ☐ Yes | ☐ No |

Stage 3: There are clear red flags that you need to deal with

- | | | |
|--|------------------------------|-----------------------------|
| Missed deadlines are affecting stakeholders or customers | ☐ Yes | ☐ No |
| Board materials are frequently rushed or incomplete | ☐ Yes | ☐ No |
| Operational bottlenecks are slowing project delivery | ☐ Yes | ☐ No |
| Strategic decisions are delayed due to admin overload | ☐ Yes | ☐ No |
| You are consistently firefighting rather than leading | ☐ Yes | ☐ No |

VA READINESS CHECKLIST

WHAT YOUR SCORE REALLY MEANS FOR YOUR LEADERSHIP PERFORMANCE

0–4: You are stable but showing signs of early strain.

You're holding things together on the surface, but the foundations are already starting to shift.

You have too many instances of late-night admin, and repeated "I'll do it later" moments could indicate that your operational load is starting to exceed healthy capacity.

At this stage, you have a chance to intervene proactively.

Recommended next step: Light VA support will stabilise your workload and prevent those early operational cracks from turning into deeper structural faults.

5–9: You are at risk of working at full capacity.

This is the danger zone that scaling executives rarely recognise until it's too late.

Your workload is no longer sustainable because compliance tasks are building up, and internal coordination is breaking down. There's a substantial risk that rushed deliverables are already affecting your reputation with investors, your SLT, and your clients. The most worrying sign is that you're operating reactively rather than strategically.

Recommended next step: This is the moment to bring in fractional EA support to take on the admin tasks that are currently slowing your growth. Doing so early means you can stop it from becoming a full-scale failure point.

10–15: You are showing clear red flags and need help.

If you've scored in this bracket, your leadership infrastructure is already under severe strain.

You've already missed deadlines and submitted incomplete board materials. Your recurring operational bottlenecks aren't symptoms of busy workloads; they're consequences of taking on too much. Your business is now exposed to unnecessary risk because this level of pressure quickly leads to burnout, poor decision-making, team misalignment, and damaged investor confidence.

Recommended next step: You need immediate fractional EA support to overcome your immediate challenges. The sooner you bring someone onboard to help you, the better.

Book a call with The VA House to find out how we can help you organise your workload

Contact 0203 576 0944 or email kelsey@vahouse.co.uk