

# Meetings Reduced by 50% Healthcare CEO Unlocks More Time Thanks to His EA

## The Challenge

A busy healthcare CEO was overwhelmed by a disorganized schedule and an overflowing inbox. He sought a better work-life balance and more time with family and friends.



Every day, the CEO struggled with:

### Feeling Overwhelmed

Long work hours, meetings, and emails left little to no time for personal interests or fitness, both of which he was longing for.

### Disorganized Calendar

Meetings were scattered throughout the day, with short, unproductive gaps in between, limiting time for deep work.

### Overflowing Inbox

A constant influx of unorganized, "urgent" emails demanded ceaseless attention and slowed productivity.

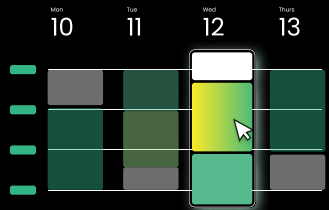
## The Solution

The CEO partnered with an executive assistant from Athena and found **more time to focus on his health and other goals outside of work.**

Within the first three months, the CEO's day-to-day was transformed by **delegating three foundational tasks:**

### Calendar Management

The assistant grouped meetings into specific timeframes and created **dedicated blocks for high-leverage work.**

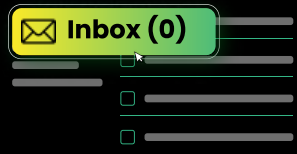


### Travel Management

The assistant puts together robust itineraries and books everything so the CEO can use his **brainpower on other responsibilities.**

### Inbox Management

The assistant implemented a system to organize emails and **learned the CEO's communication style** to pre-draft responses.



## The Results

Achieving More

The CEO has **unlocked more time for personal interests, family, and friends.** Weekly feedback sessions have also helped the assistant become more effective.



### 1 to 2 Hours Reclaimed/Day

Dedicated work blocks mean more time for deep work and blue-sky thinking.



### Established Work-Life Balance

He no experiences more time for personal pursuits and an overall healthier life.



### ~50% Reduction in Meetings

Recurring meetings happen between 10 am and 5 pm, with many of them transitioning to asynchronous formats.

Want to learn more about how an executive assistant from Athena can help you unlock more time for your biggest goals? [Get started](#) with one of our experts.