

# How a VC Partner **Saves 200+** Hours Every Month with an Executive Assistant



## The Challenge

A venture capital partner struggled with work-life balance while managing a busy five-person firm and caring for three young children. The pandemic further worsened their stress, and they realized something had to change.

They struggled with:

### Living life “in the weeds”

Detail-oriented tasks left no time for higher-level strategic thinking. A disorganized calendar and misaligned schedules were a constant stressor.

### Limited personal time

Balancing both professional and family commitments (especially with children being homeschooled during the pandemic) left little time for anything else, including friends or personal well-being.

## The Solution

Hiring an executive assistant (EA) from Athena has been life-changing. With the 360° whole-life support and more time, the client now has:

### 200+ more hours per month

The EA manages **inbox, calendar, travel, and an array of other responsibilities**. Now, the client has more bandwidth for work, home, and social life.



### Daily Rituals

The client and EA have weekly 1:1 meetings to **ensure priorities align and trust grows**. Feedback is given face-to-face or via Slack so the EA can continue to learn how the client likes things done



### Streamlined workflows

The client transitioned from Asana to a **Slack-based delegation system**, with the EA managing tasks in Notion, which better aligns with their goals and preferences.

### Delegation inspiration

The client and EA have access to a **library of delegation playbooks** to supercharge the growth of their partnership. Most recently, the EA took on **invoicing, event planning, and creating detailed special-occasion databases** so the client doesn't miss a thing.

## The Results

### Achieving More

Working with an Athena Assistant brought **life-changing benefits** for the VC partner:



### Strategic work

More focus on investment decisions and overall firm growth.



### Building relationships

More time to network and build valuable work and personal relationships.



### Passion Projects

The ability to focus on other interests that reduce the chance for burnout at work and home.

Want to take back hundreds of hours per month?

**Contact one of our experts** to learn more about partnering with an executive assistant.