

# EA Time Freedom Report

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REVENUE POTENTIAL UNLOCKED

Ryan, You Could Unlock

**\$109,200**

annually by delegating just 21 hours per week

21 hrs/week ! 84 hrs/month ! \$100/hr activities

## ROI Analysis



Annual Revenue Unlocked

**+\$109,200**



EA Investment (annual)

**-\$33,000**



**NET RETURN**

**\$76,200**

ROI MULTIPLIER

**3.3x**

**What other investments are giving you a 3.3x return right now?**

## Daily Tasks

10 tasks

### 1. Priority Inbox Zero Maintenance

EA

\$6,500/yr

Processing and organizing Ryan's email inbox, filtering client inquiries, responding to routine questions using

### 2. Strategic Client Consultation Calls

\$8,580/yr

Leading discovery calls with potential clients to understand their EA needs, assess fit for Assistant Launch

### 3. Calendar Optimization and Scheduling

EA

\$13,000/yr

Managing Ryan's calendar, scheduling client calls, blocking focus time for strategic work, coordinating team

### 4. Team Performance Check-ins

\$19,500/yr

Conducting daily standups with EA team members, reviewing client satisfaction metrics, addressing any

### 5. Client Follow-up Coordination

EA

\$6,500/yr

Tracking and executing follow-ups with prospects from discovery calls, sending personalized proposals,

### 6. EA Service Quality Reviews

\$11,154/yr

Reviewing client feedback, assessing EA performance across accounts, making strategic decisions about

### 7. Administrative Task Coordination

EA

\$13,000/yr

Managing various operational tasks like updating client records, processing onboarding documents, coordinating

### 8. Partnership Development Outreach

\$19,500/yr

Identifying and reaching out to potential strategic partners, referral sources, and complementary service

### 9. Social Media Content Posting

EA

\$6,500/yr

Publishing pre-approved content across LinkedIn and other platforms, engaging with comments using brand

### 10. Product Development Decisions

\$8,580/yr

Making strategic decisions about service offerings, pricing adjustments, new program development like the

## Weekly Tasks

10 tasks

### 1. Weekly Performance Report Compilation

EA

\$3,380/yr

Gathering client satisfaction scores, EA performance metrics, sales pipeline data, and operational KPIs into

### 2. Strategic Planning Sessions

\$5,850/yr

<b>3. Client Onboarding Coordination</b>	EA	\$5,200/yr
Managing the complete onboarding process for new clients, coordinating Partnership Playbook reviews,		
<b>4. High-Value Sales Calls</b>		\$7,800/yr
Leading sales conversations with qualified prospects, presenting Assistant Launch's value proposition, handling		
<b>5. Travel and Event Planning</b>	EA	\$3,900/yr
Coordinating business travel, conference attendance, client meetings, and networking events including booking		
<b>6. Team Leadership Development</b>		\$3,900/yr
Conducting one-on-one meetings with key team members, providing coaching and development, making hiring		
<b>7. Vendor and Supplier Management</b>	EA	\$5,200/yr
Managing relationships with technology vendors, coordinating with AI training providers, handling routine		
<b>8. Financial Performance Analysis</b>		\$7,800/yr
Reviewing weekly financial metrics, analyzing client acquisition costs, assessing profitability by service line, and		
<b>9. Meeting Notes and Follow-ups</b>	EA	\$2,600/yr
Taking detailed notes during client calls and team meetings, distributing action items, tracking completion of		
<b>10. Market Research and Positioning</b>		\$3,900/yr
Analyzing competitor offerings, researching market trends in the EA space, identifying new opportunities, and		

## Monthly Tasks

10 tasks

<b>1. Monthly Financial Reconciliation</b>	EA	\$1,200/yr
Processing expense reports, reconciling accounts, organizing financial documents, tracking client payments, and		
<b>2. Investor Relations Updates</b>		\$1,800/yr
Preparing and delivering monthly updates to investors and stakeholders, presenting growth metrics, discussing		
<b>3. System Documentation Updates</b>	EA	\$2,400/yr
Updating process documentation, maintaining training materials for new EAs, organizing standard operating		
<b>4. Strategic Initiative Reviews</b>		\$4,680/yr
<b>5. Client Success Event Planning</b>	EA	\$1,800/yr

## 6. Partnership Strategy Development

\$2,700/yr

Evaluating potential strategic partnerships, negotiating referral agreements, making decisions about joint

## 7. Personal Life Management

EA

\$2,400/yr

Managing personal appointments, coordinating family schedules, handling personal vendor relationships,

## 8. Team Culture Assessment

\$3,600/yr

Evaluating team morale and performance, making decisions about team structure and compensation, addressing

## 9. Technology System Maintenance

EA

\$1,200/yr

Coordinating with IT vendors, managing software subscriptions, ensuring CRM and operational systems are

## 10. Business Model Evolution

\$1,800/yr

Assessing market feedback, evaluating service delivery effectiveness, making strategic decisions about new

## Next Steps

Ready to reclaim your time? Focus on delegating the 15 EA tasks identified above. Start with email and calendar management for immediate impact, then gradually expand to include personal life coordination and business process management.

**Ready to get started? Schedule your consultation:**  
[calendly.com/assistantlaunch/discovery-call](https://calendly.com/assistantlaunch/discovery-call)