



QUIZ

WHAT SUPPORT LEVEL DO YOU NEED?

HOW OFTEN DO YOU HAVE TIME TO PROVIDE TO-DO LISTS TO YOUR ADMIN?

- A** **Regularly** - I prefer to give detailed instructions daily or weekly.
- B** **Occasionally** - I can provide general directions and expect proactive engagement.
- C** **Rarely** - I need an admin who understands my needs and works autonomously.

WHAT STYLE OF COMMUNICATION IS PREFERRED WITH YOUR ADMIN?

- A** **Frequently & Detailed** - I prefer to provide detailed instructions and have frequent check-ins to ensure tasks are done exactly as specified.
- B** **Periodic Updates as Needed** - I'll give general directions and expect them to take initiative and provide periodic updates on progress.
- C** **Hands Off Approach** - I need someone who can understand my workflow with minimal input and can manage tasks on their own.

WHAT TYPES OF TASKS DO YOU NEED ADMIN SUPPORT WITH?

- A** **Routine Admin Tasks** - I need basic help with everyday tasks like managing emails, scheduling appointments, data entry, and basic document prep.
- B** **Complex Tasks & Strategic Support** - I need help with the tasks above on a more strategic level plus complex tasks such as managing projects, preparing advanced reports, handling travel, and providing operational oversight.
- C** **High-Level CEO Support & Decision Making** - I need help with all of the items above and need someone I can trust to own all aspects of decision making and communication with stakeholders.

WHAT LEVEL OF SELF-GUIDED LEARNING DO YOU EXPECT FROM YOUR ADMIN?

- A** **Basic** - I expect them to learn basic tasks based on specific directions. They should follow instructions and ask for help when needed.
- B** **Advanced** - I look for someone who can independently learn advanced tasks and understand my business goals, contributing strategic insights.
- C** **Highly Self-Guided & Autonomous** - I need an admin who is capable of learning autonomously and making informed decisions aligned with their personal business goals.



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WHAT STYLE OF WEEKLY CALL WOULD YOU PREFER WITH YOUR ADMIN?

- A** **Structured & Directive** - I prefer a structured call where I can provide clear, step-by-step instructions and review completed tasks.
- B** **Collaborative & Insightful** - I'm comfortable with a collaborative call where we both discuss ongoing projects, I provide general guidance, and the admin offers insights and updates on their progress.
- C** **Brief & High-Level** - I prefer brief, high-level updates where the admin independently handles details and brings only critical issues or strategic decisions to my attention.

WHAT LEVEL OF INDEPENDENCE DO YOU EXPECT FROM YOUR ADMIN?

- A** **Guided Task Completion** - I expect to provide detailed to-do lists and closely monitor their completion. The admin should follow my instructions and check-in regularly.
- B** **Semi-Autonomous Task Management** - I prefer providing general priorities and having the admin independently create and manage to-do lists, with occasional input from me.
- C** **Fully Autonomous Execution** - I need an admin who can autonomously identify priorities, create, and execute to-do lists, only involving me in critical decisions.

HOW QUICKLY DOES YOUR ADMIN NEED TO THINK ON THEIR FEET?

- A** **Basic Problem Solving Skills** - They should be able to handle basic, everyday issues with detailed guidance from me.
- B** **Proactive & Adaptive Thinking** - I expect them to get to know me so they can anticipate my needs and solve problems proactively. I'm always available for complex issues.
- C** **High-Level Decision Making** - They must be quick to make decisions autonomously, even in complex, high-pressure situations.

HOW IMPORTANT IS IT THAT YOUR ADMIN IS ABLE TO UNDERSTAND AND ALIGN WITH YOUR LONG TERM GOALS?

- A** **Not Important** - It's not a priority. I need them to focus on specific tasks and instructions I provide.
- B** **Important** - It is quite important. They should understand how their work fits into larger projects and proactively manage related tasks.
- C** **Essential** - It is extremely important. They need to independently comprehend and align with the overall business strategy and make decisions accordingly.



QUIZ RESULTS

YOUR AP LEVEL

Thank you for taking our AP Level quiz!
Your personalized results are ready below:



[CLICK HERE TO SCHEDULE A FREE CALL WITH A PRODUCT SPECIALIST](#)



IF YOU SELECTED MOSTLY A'S:

You need: The Admin Taskmaster (AP-1) or The Collaborative Coordinator (AP-2)

Based on your answers, it seems like you might need basic support from an AP-1 or AP-2 level assistant. Our Worxbee Virtual Executive Assistants typically provide more advanced administrative skills and strategic insight, but we'd love to discuss your specific needs to see if we could be a good fit. If our services aren't exactly what you're looking for, we're more than happy to recommend where you can find the level of service that best suits your requirements. Please schedule a call with one of our Product Specialists for personalized advice and guidance.

IF YOU SELECTED MOSTLY B'S:

You need: The Strategic Partner (AP-3)

Your responses indicate that a Worxbee Virtual Executive Assistant could be an ideal fit for your needs! You're looking for an AP-3 level assistant - a strategic partner who can provide advanced administrative skills and contribute valuable insights to help you achieve your goals. Our Product Specialists are ready to help you find your perfect match and get started. Schedule a call today to learn more about how our skilled Virtual Executive Assistants can support your business's growth and success.

IF YOU SELECTED MOSTLY C'S:

You need: The Senior Navigator (AP-4) or The Executive Co-Pilot (AP-5)

Your responses suggest you might require a higher level of support than what we typically offer at Worxbee, perhaps a full-time, in-house AP-4 or AP-5 level assistant who can work autonomously and act as your right-hand. However, if you're not ready to hire, we encourage you to speak with one of our Product Specialists. They can help determine if our services could still meet your needs in the short-term. Schedule a call today for a detailed discussion about how we can assist you.