

Your Partner in Productivity



At *15 Hours Back*, we provide a dedicated online Executive Assistant who truly understands your business. Whether you need the precision of manual report writing (no AI shortcuts here) or the creative edge of professional presentations, we handle the detail so you can focus on the vision. The C-Suite support you need, without the ongoing employment costs. A monthly retainer ensures time in my diary to manage yours.

The Problem: You've reached a ceiling. You can't grow your business because you're too busy "managing" it. Your evenings are spent on admin, your weekends are for "catching up," and your brain is constantly full of small tasks that don't move the needle. Or, you've made the sale, but now the "admin lag" begins. Sending contracts, chasing signed documents, and forgetting to send "Welcome Kits." This creates a bottleneck that slows down your growth and frustrates your new clients.

The Solution: I become your right hand, providing elite C-Suite support to handle the heavy lifting so you can get back to high-level leading. I ensure every new client feels like a priority from the second they sign on. I manage the entire "handshake" process so the transition from lead to active project is seamless and professional.

Our Core Support Includes:

 **Active Inbox Management:** I don't just watch your inbox; I manage it, ensuring you only see what matters.

 **Elite Diary Management:** Beyond simple booking. I review your specific pain points and rebuild your schedule so that you can manage your time.
(Note: Ongoing commitment required to protect your time with full Executive Assistant support.)

 **Pastoral Care & Strategy:** The "extra" you won't find elsewhere. I'm your sounding board, strategic advisor, and your biggest cheer squad. I've seen it all, and I'm in your corner.

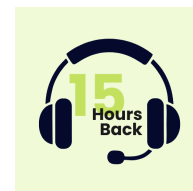
 **Proactive Problem Solving:** With 30 years of experience, I anticipate your needs before they become headaches.

 **Presentation Creation:** High-stakes slide decks that support and showcase your business. I turn your ideas into a professional visual narrative.

 **Human-Powered Report Writing:** Quality insights from a real-life person with 30 years of experience, not a bot. No AI hallucinations, just old-fashioned accuracy and nuance.

 **Strategic Project Management:** Whether it's a short-term sprint or ongoing oversight, I own the roadmap so you can own the result.
(Note: A separate commitment may be required for longer-term projects.)

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If you're looking for ongoing support, *15 Hours Back* has packages to suit your budget and needs. A monthly retainer ensures time in my diary to manage yours.

This gives you the C-Suite Support you deserve, but without the on-costs of hiring a top-level Executive Assistant.

We give you back the white space in your calendar so you can focus on growth, special projects, product development - this could include writing the book you've been talking about all year, or finally building an online course.

The *15 Hours Back* Retainer Tiers

Package Name	Billable hours / month	Monthly investment
The Kickstart	20 hours	\$1,000 (GST Exempt)
Our entry-level ongoing partnership. We tackle your essential weekly admin, so you get 5 hours of <i>your time</i> back every single week.		
The Core 15	40 Hours	\$2,400 (GST Exempt)
Executive Stakeholder Management & Inbox Mastery This is our signature transformation for your business. We move beyond basic admin to take heavy lifting off your plate every single week. Best for: If you're wanting to stop working <i>in</i> your business to start leading it. We handle your full inbox, complex scheduling, client onboarding, and basic project tracking so you find <i>15 Hours Back</i> of your time each week.		
The Growth Partner	60 Hours	\$4,200 (GST Exempt)
Integrated On-Demand Operations Management Our most intensive partnership designed for high-growth businesses. Freeing up 20 hours a week of <i>your time</i> , we aren't just assisting; we are managing your day-to-day operations. Best for: Busy agencies or consultants with active teams and multiple moving parts that need to level up. <i>15 Hours Back</i> acts as your right hand; managing your CRM, coordinating with your team, overseeing product launches, and ensuring your business runs like clockwork, while you focus purely on your high-level strategy or sales.		

[Website Terms and Conditions](#)

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The 15 Hours Back Service Menu

Tier 1: The Kickstart	Tier 2: The Core 15	Tier 3: The Growth Partner
Essential Admin Support	Executive Stakeholder Management & Inbox Mastery	Integrated On-Demand Operations Management
Goal: Stop the "leaks."	Goal: Reclaim your work-life balance.	Goal: Outsourced Operations.
\$1,000 (GST exempt)	\$2,400 (GST exempt)	\$4,200 (GST exempt)
20 billable hours / month	40 billable hours / month	60 billable hours / month
Best For: Entry-level partnership to handle basic weekly administrative tasks and friction points.	Best For: Scaling founders wanting to stop working <i>in</i> their business to start leading it.	Best For: Busy agencies or consultants with active teams, or multiple moving parts that need to level up.