CHECKLIST · FOR FOUNDERS

The first 30 days with your first EA

The Handover: 3 lists, 4 stages. So nothing you already owe slips while your new EA learns your inbox.

An EA or another AI agent?

An agent does what you remember to ask. An EA catches what you forgot.

If your bottleneck is tasks, get an agent. If it's people waiting on you, get a human. Signs it's time for a human:

- More people are waiting on you than tasks are.
- You find out something slipped by accident, because you happened to ask.
- Your team says "waiting on you" every week. You are the approval queue.
- You write "I'll send it" more often than you send it.
- Your best investors and customers get your leftovers.
- You reread your own inbox to remember what you promised.

A good EA isn't hours you buy. It's the part of your head that keeps track of everyone, handed to someone you trust.

The 3 lists

Waiting	Promised	Quiet
People waiting on the founder: a reply, a decision, an intro.	Everything the founder said they'd do: "next week", "I'll send it", "let me check".	Threads that mattered and went silent: a warm investor, a customer who stopped replying.

Every stage moves these lists from the founder's head to the EA's hands.

The 4 stages

Days 1–2 · Map	☐ Build the 3 lists together from the last 30 days of email. ☐ Ask "who would you be embarrassed to make wait?" Those names go to the top.
Days 3–7 · Mirror	☐ The EA drafts, the founder sends. ☐ Agree what the EA answers alone, drafts first, or never touches. ☐ The EA sends the update before the founder asks.
Week 2 · Hand over	☐ The EA owns Waiting and Promised. ☐ The EA writes in the founder's name by the agreed rules, from the agreed inbox. ☐ The founder gets one message a day: decisions only.
Day 30 · Run	☐ A 20-minute review of the 3 lists every week. ☐ Test 1: nobody waits more than 2 days. ☐ Test 2: no promise is found by accident.

The daily 10 minutes

☐ Start with yesterday's sent folder: "I'll", "next week", "let me check". Then the calendar. New mail last.

☐ Never close a thread with "noted". If it can't be closed, write down who's waiting and by when.

Skip Day 1. Sidekick Log reads the founder's Gmail and builds the 3 lists for you: who's waiting, what was promised, what went quiet. Read-only, it never sends. 7-day free trial at sidekicklog.com

By Hien Nguyen, founder of Screate Labs · Free to use and share · Using an AI assistant? Get the version to paste in: sidekicklog.com/handover.md