



Eva Jane's

Just Josie Blog Spot

Visit Often Virtual Assistant Tips and Topics!

SUNDAY, OCTOBER 26, 2008

Client's Guide to Virtual Assistants



The Benefits of Support: Why Getting Administrative Support is Critical to Your Business Success
You want to MAKE money, right?

As a small business owner, did you know that trying to do everything yourself is costing you 40-60% in lost revenue?

Constantly working IN your business on non revenue-producing work that would be more productively and cost-effectively performed by a highly-skilled, knowledgeable professional is losing your business significant income.

According to the U.S. Small Business Administration (SBA), the average small business owner spends up to 40% of his or her time on routine administrative tasks. This may even be on the conservative side as some business owners who have made an effort to track their time for a week or two have been shocked to discover they were actually frittering away 60% of their time on unproductive, time and energy-draining "busy" work.

Doing the Same Thing Yields the Same Results
Doing everything yourself can only take you so far. In fact, doing so wastes money and resources rather than saving them. Your business will never grow beyond where it is today unless you get support. The more administrative, non-core, energy-draining activities you can delegate and eliminate from your plate, the more you will be able to move your business forward in becoming more efficient and profitable.

Ideally, as the business owner, 80% of your time should be focused exclusively on activities that create the most value and profits. The more time you can spend planning, strategizing, marketing, networking, and creating and delivering your revenue-producing products or services, the greater your business will grow and profit.

7 Benefits You'll Reap By Getting the Right Help
More Energy. You'll have more energy by letting go of work you hate or don't do well.

More Time. You'll have more time for the energizing work you love, and to enjoy the fruits of your labor.

More Focus. You won't be distracted and overwhelmed with work you shouldn't be doing as the business owner.

Just Josie - Tips and Topics



Contact: Josie Matthews
Email: justjosie@evajanes.com
The Woodlands, Texas

[Login](#)

Recent Entries:

- [Client's Guide to Virtual Assistants](#)

Archive:

- [2008-10](#) (1)

[Home](#)

[How It Works](#)

[Services](#)

[Just Josie Blog](#)

[Order Brochure](#)

[Contact](#)

More Productivity. With more focus, you'll be more highly productive and effective, getting more done in less time.

Less Stress. When you are getting things done and actually making progress, your happiness, energy and creativity levels will soar.

Stronger Foundation. You will be creating and instilling a strong foundation for continued profitable growth in your business.

Increased Profits. All of these benefits together are the key ingredients for generating revenue.

So how do you get there?

You start by seeking the service of a qualified Virtual Assistant professional, of course! Find yourself a great Virtual Assistant today, and go from struggling by yourself to getting things done and thriving on the road to success. Here's to getting your relationship with a fabulous, qualified Virtual Assistant professional off to a great start!

Posted by Josie Matthews, 11:11 PM, [Permalink](#)

[Comment \(0\)](#)

