



Welcome.....

If you've found yourself here, you are probably looking for a way to lessen your administrative load and with more ease, run your business more profitably and efficiently, and have more time to spend on revenue work—and less on those things that are not a good use of your time and energy.

What is a Virtual Assistant (VA)?

A Virtual Assistant is a highly trained and skilled administrative professional who works in a collaborative partnership with successful small business owners, entrepreneurs, and SOHOs (small office/home offices) providing administrative support and personal concierge services, without having to be physically present in your office. Communication and collaboration is easily accomplished through phone, fax, e-mail, and the internet. **True assistance is no longer bound by geography.**

Which of the following would you most like to have?

- More energy
- More time
- More focus
- More productivity
- Less stress
- Stronger business foundation
- Increased profits

This is Where I Can Help You

I am what is known as a Virtual Assistant. My Own Virtual Assistant exists to help other businesses and busy professionals like you with ongoing administrative support. Since 2005, I've been helping business owners, entrepreneurs, consultants, and busy professionals gain back time, increase efficiency and make more money. Take a moment to view our [services](#) page to see the many ways we can help you.

By leveraging my time and administrative expertise, you can focus on more important demands and the real work that makes you money. You can get more marketing and networking in. You can spend more time planning, organizing and growing your business. Ideally, it means you'll have less stress and more time to enjoy life and the fruits of your labor.

Isn't that why you went into business in the first place?