



Danielle Keister,
Principal & Sr. Virtual
Assistant

complimentary consultation



Ready to let go of work that's keeping you from making more money? I help solopreneurs gain more time, freedom and success by rescuing them from their administrative burdens. Let's talk!

How Can I Help You?

I'd like to know what kind of support you are interested in, and what obstacles are keeping you from getting the relief you deserve. A couple minutes of your time would help me better understand the administrative challenges you face as a solo professional.

TAKE A QUICK SURVEY

Administrative Rescue for Business Consultants & Solopreneurs

Hi, Danielle Keister here. Since 1997, my company has been helping solopreneurs put more time, freedom and flexibility back into their lives by rescuing them from their administrative burdens. In the process, we improve their business systems and allow them to better serve their own clients. I specifically work with business consultants, public relations professionals, business and intellectual property lawyers and private investigators.

If you've found yourself here, you are probably looking for a way to work less 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.

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

If you're like me, you answered "All of the above, thank you very much!"

So what's keeping you from reaching these goals? Well, like most solo professionals, it's a safe bet that you're spending way too much of your own time on administrative work and other non-revenue producing activities (according to the SBA, the average small business owner spends up to 40% of his or her time on routine administrative tasks). Your business may also be suffering from inefficient administrative systems and workflows. And you might not be utilizing technology tools that could both streamline and automate many of your business processes.

Administrative work like systems development, client relationship management, information organization, data-entry, forms creation, document processing, marketing execution, and research are essential, but if you are doing all of it yourself, it's keeping you from the strategic work necessary to propel your business forward.

Waste time on your own administrative work, and you are frittering away billable hours. That is time you could also be spending honing your services and creating new income streams. The more work you are doing overall, the less "space" you have for your focus and creativity to flow unfettered—and that's equity no business owner can afford to squander.

This is Where I Can Help You

I am what is known as a Virtual Assistant. I help independent business consultants like you develop and improve their administrative systems, while delivering ongoing administrative support. Since 1997, I've been helping business owners gain back time, increase efficiency and make more money.

Mind you, I'm not a secretarial service. I don't take on piecemeal, project work. That's sort of like expecting a one-day diet to shed a year's worth of weight gain. It might make some small, ineffectual dent in all that you have on your plate, but it does nothing to address the root problem and instill long-term healthful benefits—which is what I'm in business to do. My interest is in relieving you of time-consuming administrative functions, while helping your business operations become more streamlined and efficient. And this is achieved over a period of working together, not overnight.

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 consulting business. And 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?

Working with one new client using my proprietary analysis system, we:

- Identified nearly 50 hours of work client wasn't billing for;
- Freed up 20 hours of administrative time from client's schedule;
- Increased client's billable hour availability by roughly 40 hours;
- Identified areas where strategic delegation would increase revenues;
- Generated additional billable hours by delegating parts of client's routine, but billable, work activities to me;
- Examined areas where automation, streamlining and systems development would increase billable hour availability and profitability even further.

Mark my words, your business will never grow beyond where you are today if you continue trying to do it all yourself.

Want to Find Out More About How I Can Help You In Your Consulting Business?

Simply contact me to schedule a [complimentary consultation](#).

During the consultation, I will initially be asking lots of questions so I can learn more about you, your business and the particular challenges you are experiencing. I'll explain what I do in further detail, and then we'll talk about some of the time and energy-busters standing your way, and where my support can be utilized for strategic results.

This interview process also allows us to have a meaningful conversation to discover whether we would be a good fit for each other. When the right client connects with the right Virtual Assistant, wonderful things can happen!



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Profession

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