

Your Virtual Admin

I offer a wide variety of administrative services to small business owners, individuals, students, etc.



ABOUT ME

Your Virtual Admin
Ready to let go of work that's draining your time and energy? Hiring me as your Virtual Admin may be the next best step toward your business success. Let's talk!

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BLOG ARCHIVE

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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, increase your billable hours, and have more time to spend on the consulting 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 answered "All of the above, thank you very much!" 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 Admin. I help independent business consultants like you develop and improve their administrative systems, I am what is known as a Virtual Admin. I help independent business consultants like you develop and improve their administrative systems, I am what is known as a Virtual Admin. I help independent business consultants like you develop and improve their administrative systems, I am what is known as a Virtual Admin. I help independent business consultants like you develop and improve their administrative systems, I am what is known as a Virtual Admin. I help independent business consultants like you develop and improve their administrative systems, your labor. Isn't that why you went into business in the first place?

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

Contact me for more information.

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