



Delegation

IDEAS

SYSTEMS DEVELOPMENT

Speaking engagements
Travel
Sales funnel
File maintenance
Training
Client exit
Money management
Document/online storage
Events
Client touches
On-boarding clients
On-boarding team
Data reviews
Communication systems- clients
Team communications
Marketing strategy and funnels
Team responsibilities

MISC

Association Board structure
Job descriptions and employee handbooks
Welcome Kits for clients

SERVICES I DON'T DO:

Bookkeeping, calendar management, data entry and other "regular" type of virtual assistant tasks, building websites from scratch (landing pages are ok) or Infusionsoft setup

COURSES

Outline and content organization
Research on topic
Deck and workbook creation
File maintenance
Setting up on platform
Client/customer resources setup
Marketing strategy
Document/online storage
Client touches

ADMIN

Software research and setup
Form and document creation/editing
Database and url cleanup
Organize online files
Research images
Newsletters
Auto-responder setup
Website restructure and updates
Create landing pages
Troubleshooting
Online "lives" support
Set up social biz pages and groups
Hiring assistance
Association board bylaws
Editing ebooks and "downloadables"

Just think of anything that is more of a project that requires a higher level of business expertise.

I AM HERE TO HELP YOU MOVE THE PROJECTS ON YOUR PLATE TO COMPLETION

