

TIME IS YOUR MOST VALUABLE ASSET

Take It Back!

Last year alone, we helped entrepreneurs take back 30,000+ hours.

Here's a sample of the tasks we tackle. Using your goals, we create a customized strategic delegation plan to maximize impact and time savings.



Office Administration

Doc Prep | Client Services Manager | Medical Records Requests | Calendar Management
Project Management | Law Firm Process Creation & Documentation | Email Management
Research | Travel Booking | Vendor Management | Review Meeting Audio and Create To Do List
Meeting scribe | Engagement letters, contracts | Setup Email Filters Operations Dashboard Management
Create and Deploy Surveys | Post Case Satisfaction Follow-Up | Reporting
Speaking/Event Project Planning | Setup Zapier Integrations | Order Promotional Products
Supply Management | Proof Documents | E-File Documents | Create and Maintain Accountability Chart
PowerPoint Presentation Creation | Order Background Checks | Pre-Screen Potential Employees
Create Staff Evaluation Documents | Monitor CEU's and Schedule Trainings | Party Planning
Appointment Reminders | New Client Onboarding | Conflict Checks

Sales + Marketing

Intake Coordinator | CRM Management | Lead Qualification | Social Media Support
Email template creation | Marketing Reports/Analytics | Create Drip Campaign Automation
Create Newsletters | New Client Onboarding | LinkedIn Management
Repurpose Social | Content PNC Outreach | Website Management



Personal

Client/Personal Gifting | Personal/Family Calendar Management | Schedule Personal Appointments
Schedule Auto Maintenance | Online Grocery Orders

Finance

Client Billing | Accounts Payable | Payroll Processing | Expense Reports

