



YES, YOU NEED AN ASSISTANT

Checklist

- Do you spend countless hours on routine tasks that you could easily pass on to someone else?
- Do you often find yourself thinking...I should not be spending time on this. There are a jillion other things that are more worthy of my time?
- Do you feel frustrated and overwhelmed by your never ending to-do list?
- Do you feel like your unique skills are not being utilized because you spend too much time on tasks that do not require your expertise?
- Do you feel like your business is not as efficient or productive as it could be?
- Have you lost the LOVE for your business and miss the days when being an entrepreneur was FUN?

If you checked ANY of those boxes...

You Need an Assistant!

Great News!

WE CAN HELP YOU!



"I know I need help, but I have no idea how"... this is what I hear time and time again from business owners, usually with desperation in their voice. As someone who has been doing everything for so long, it is difficult to pinpoint the tasks you are comfortable with handing over to someone else. Your business is your baby - and we totally get that.

People often ask how we can help them. My simple answer? We can do anything that can be done virtually. And I mean ANYTHING. We are quick learners with that go-getter mindset - even if we don't already have experience with something, we have no problem just jumping in and giving it a go. Below are some real-life examples of things we do for our clients to help inspire you.

- ◆ Manage client's email and calendar, including replying to emails and scheduling
- ◆ Design client's social media and event graphics
- ◆ Develop and manage client's marketing calendar and schedule posts on various social media platforms
- ◆ Create and manage client's website and events on various event sites such as Eventbrite
- ◆ Develop and implement processes for a more efficient business flow using platforms such as Dubsado, Zapier, and ClickUp
- ◆ Send connection requests on LinkedIn and track responses
- ◆ Pitch clients for podcast interviews and schedule appearances
- ◆ Research, data entry, and tracking of all sorts

Our role ranges from your typical executive assistant to marketing strategist to graphic designer to researcher - we even act as an accountability partner for many of our clients! If you would like to chat about how we can help your business, please reach out. We would love to make work FUN again for you!

jesse@inspiredmaven.com
inspiredmaven.com