

Professional Business Services

I am your personal assistant, virtual in nature, providing a range of services that enable you to have time to focus on your business as you see fit. The services available cover administrative, creative, scheduling, and personal assistance for small businesses and individuals. With affordable rates and different pricing options, I will create a plan that works for you, your to-do list, and your budget. Let me take over some of your workload so you can . . . Simplify, Organize, Smile.

Document Processing –

- Proofread/edit documents, presentations, etc.
- Format/enhance documents & presentations with visuals
- Create PowerPoint presentations from supplied content
- Develop/mail newsletters based on supplied content
- Develop agendas, document minutes
- Create/maintain spreadsheets

Writing -

- Write business materials – marketing, analysis, etc.
- Develop/maintain website content
- Write job descriptions/announcements
- Write/maintain procedures
- Write/maintain employee & training manuals

Banking –

- Pay bills, all or only those desired
- Provide income, expense reporting
- Deposit & record client payments
- Record & submit expense reports

Client Support –

- Follow-up with potential clients after networking events & sales calls, for overdue invoices, as contracts come up for renewal, etc.
- Handle holiday cards/thank-you notes to clients, vendors & prospects
- Develop & maintain client lists

Organizational Support –

- Develop long & short term “to-do” lists
- Prioritize & modify your lists based on changing events in your business life
- Create itemized steps spelling out plans for accomplishing each task on list
- Identify “delegate-able” items
- Provide reminders as due dates approach

Office Organization -

- Filing systems (electronic & paper)
- Offices
- Work spaces

Correspondence –

- Generate/respond/follow through, written & electronic
- Order, process, mail invitations, RSVPs, birthday, anniversary cards, etc. to clients, vendors & prospects
- Process electronic invitations - evite
- Develop/organize/maintain guest lists for events

Travel Support –

- Research/book
 - For business trips, extended leave
 - Airline, train, car reservations
 - Accommodations
- Directions & mapping support

Mail & Phone Support –

- Receive, sort, organize US & electronic mail; respond as instructed
- Make calls as need for meeting/event support - invitations, RSVPs, deadlines, follow-up, etc.

*Long or short term,
ongoing or periodically –
whatever works for you.*

I do the numerous time-consuming and sometimes tedious tasks that do not actually require YOU to do. Removing jobs from your “mental inbox” allows you to concentrate on doing what really matters to you and your company.

I complete your tasks/small projects and work to develop a relationship with you that allows me to effectively reduce your workload. I am your virtual assistant working from my own office completing your requests so you can focus on your business.



www.providingtime.net

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Not able to focus on
growing your business?

Losing money
or customers?



Let *Providing Time* help you by completing your “delegate-able” tasks in a professional manner at reasonable rates.

Simplify, Organize, Smile