



## Virtual Business Support Virtually Anywhere The Solution For All Your Business Needs

### Have You Ever Wondered How To Cut Your To-Do List In Half

At EBSS we have a 6 point guide which enables our Clients to take control of their **To-Do List**. Let us show you how to get ahead, and take control of your working day.



#### **1: What should be on your To-Do List!**

As the leader of your company, there should only be two types of tasks on your **To-Do List**:

- 1) **Sales and Marketing** – those things that actively grow your business
- 2) **Client Requirements** – those things that your Client's need and expect

**This is your To-Do List!**

#### **2: Take an Inventory of the Remainder**

So let's get clear on what shouldn't be on your **To-Do List**. For the next week make a list of all the things you find yourself doing that shouldn't be on your **To-Do List**, as set out in Point 1.

You now have a list of tasks that a VA should be doing for you.



**Delegation is the key to success!**



#### **3: Hire the Right People (VA's)**

So now you are ready to hire a VA to take care of everything that you highlighted in Point 2 - those things that shouldn't be on your **To-Do List**. This will free up your time to focus on those items you highlighted in Point 1.

**Building a team to help you succeed!**

#### **4: Centralising Communications**

There are many software programs available that enable you to discard the email habit by setting up a virtual office; thereby enabling all team assignments and communications to be managed from a single source. This will keep everyone accountable and minimise confusion.



**Communication is key to success!**



#### **5: Systems and Procedures**

All those tasks that need to be done over and over be it weekly or monthly should be documented, so you and your VA/team have a consistent approach for the wellbeing of your business. ISO9001 a quality led business is a successful one.

**Standardised procedures lead to success!**

#### **6: Empower Your Team**

Get to know your team – as with any traditional team; each member will love doing different things, get to know what they love and what they excel at. A Square Peg in a Round Hole never performs well.

Give your VA/team the room to grow with you, and you will be rewarded with a successful long-term partnership.



**All for one and one for all!**

EB Secretarial Solutions can assist you in managing your To-Do List contact us now.