

YOUR  VIRTUAL ASSISTANT

Virtual Business Manager

ACCELERATOR

PROGRAMME

2022







the ideal fit

FOR BUSINESS OWNERS

- ★ Spending too much time doing tasks outside of your zone of genius
- ★ Who see the benefits a Virtual Business Manager offers, but aren't quite there yet
- ★ Would benefit from our 5-step process to reduce admin and routine tasks
- ★ With a burning desire to take your business to the next level, with a little help
- ★ Who are comfortable delegating and see a role in your structure for a Virtual Business Manager

the Programme

3-month deliverables

-  A dedicated transitional VBM/Senior VA whose goal is to learn your business and reduce your to-do list
-  Work through our 5-step process to reduce admin and routine tasks
-  Free up time for growth using The Assistance Track
-  Management planning dashboard
-  IDS Issues to achieve traction in your business
-  4 x one-hour strategy sessions

your Commitment

FOR THE NEXT 3 MONTHS

- + 3 months to allow us to work our magic
- + An investment of \$3,200 + GST per month
- + Open mind and honest communication
- + Regular check-in's with your transitional VBM

At the end of 3 month's we'll meet with you to evaluate the programme and discuss moving you to a VBM partnership.

At this stage you'll be ready to make a decision on whether a VBM is the right fit for you.

our Commitment

AT THE END OF 3 MONTHS

- + You'll be spending more time on your zone of genius
- + We'll have streamlined and documented your admin and routine tasks
- + You'll have a clear vision of your goals and direction

what moving to a VBM retainer

LOOKS LIKE

Having worked with your VBM over the past three months you will now know, like and trust them.

In turn, they have learned your business and are ready to step into *their* zone of genius.

The following three months, should you decide to continue, is where your VBM steps into their true role. Working alongside you as your partner, executing your vision and managing your operations. Your investment at this level is a retainer of \$4,400 + GST per month (based on 40 hrs/month).

Together you'll work on a 90 day plan where you're both accountable for your own measurables.

As the visionary it's your role to lead with big ideas, grow big relationships and run business development.

Your VBM executes those ideas and manages your operations to free you from the daily noise. They make sure the right things are done, by the right people, in the right way, at the right time.