


10 SIGNS

YOU'RE READY FOR A VIRTUAL BUSINESS MANAGER

**IMAGINE WHAT YOUR BUSINESS COULD BE
IF YOU HAD MORE TIME TO LEAD IT**

I am



FREEDOM
the right or opportunity
to do what you want

10 SIGNS YOU'RE READY FOR A VBM

1. **You struggle with focus** and a lack of accountability.
2. **You're feeling overwhelmed** with the daily needs of your business.
3. **You don't have enough time** to focus on working towards your larger goals and business development.
4. **You lose track of time**, with entire days spent 'in the weeds' of your business.
5. **You're full of ideas** and frustrated with the lack of progress in executing them.
6. **Your business is busier** than ever and the finer details are starting to slip.
7. **You know you need better systems** in place to support growth, but you don't have the time or knowledge to implement them.
8. **You don't know what tools** or platforms are available to make your business run more efficiently.
9. **The busier your business**, the more time you spend managing your team, clients and projects.
10. **You'd love a business partner** you can discuss your ideas with, who can turn these ideas into reality!



A VBM WILL WORK WITH YOU TO...



- You struggle with focus and a lack of accountability.
- You're feeling overwhelmed with the daily needs of your business.
- You don't have enough time to focus on working towards your larger goals and business development.
- You lose track of time, with entire days spent 'in the weeds' of your business.



- Keep you accountable for actions you should be focused on.
- Improve systems and team accountability so you're no longer involved in day-to-day operations.
- Work with you using our 5-step process to give you your time back.
- Take care of the 'weeds' for you.




- You're full of ideas and frustrated on a lack of progress executing them.
- Your business is busier than ever and the finer details are starting to slip.
- You need better systems in place to support growth, but you don't have the time or knowledge to implement them.
- You don't know what tools or platforms are available to make your business run more efficiently.
- The busier your business, the more time you spend managing your team, clients and projects.
- You'd love a partner you can discuss your ideas with who can turn these ideas into reality.



- Turn your ideas into projects that are managed with the same priority and efficiency as your client projects.
- Document your processes and work with your team to ensure they're followed and details are no longer missed. They'll also work with you to ensure your business has the capacity to meet demand.
- A systems expert, they will work with you and your team to extract the info needed.
- In reviewing your processes your VBM will suggest tools and platforms to help you work smarter.
- Your business has reached a point where you need to increase your leadership team and remove yourself as a bottleneck. Operations can now be delegated!
- That's where the biggest difference is between a VA and a VBM. Your VBM is a strategic partner working with you as a sounding board to help you execute those game changing ideas.

KEY CHARACTERISTICS OF A

VBM



✓ **PROBLEM SOLVER**
A good VBM is one who is naturally gifted in sorting out chaos and thinking on their feet when resolving issues that arise on a daily basis.

✓ **SYSTEMATIC**
Your VBM needs to be organised 100% of the time to manage their wide range of responsibilities

✓ **INTUITIVE**
A proactive VBM is essential, you expect them to take initiative where necessary.

✓ **TECH SAVVY**
Part of their job is working with systems and programs, so an updated knowledge of what technology is out there and how it works is a must.

✓ **PEOPLE PERSON**
One of their main roles is people management, so when it comes to both clients and team members they need to be able to delegate, communicate and lead.

✓ **BIG PICTURE THINKER**
Just as important as having an attention to detail when managing day-to-day operations, your VBM needs to see the big picture.

KEY CHARACTERISTICS WE LOOK FOR

in you

HIT THE CEILING

You're feeling overwhelmed and don't have the capacity to do it all on your own

HAVE THE BUDGET

Your business has grown to a 6-figure revenue turnover but can't seem to scale to the next level.

OPERATIONS

You need someone to manage the day-to-day operations so you know that the right stuff is being done by the right people at the right time.

HAVE THE TEAM

Your current team members don't have the ability or capacity to support you at the VBM level. You need help to build, manage and train your team.

LACKING SYSTEMS

You need help to implement key systems and processes to support your business, and management to ensure they are followed by all.

TIME POOR

You need time to work on the things that only you can do or the things that you enjoy most about your business.



JUST IMAGINE

- What your business **could be** if you had more time to lead it?!
- Having a partner beside you to **execute your ideas** and keep you focused and accountable.
- A business with **operations running smoothly** because your systems are set up, followed by all, and efficient.
- **A team all rowing in the same direction**, excited about where you are heading!
- **Are you ready** to start turning this into your reality?



It's time
IT'S TIME TO INVEST IN
YOUR NEXT LEVEL
OF LEADERSHIP

SELECT A TIME







FOR A 15 MIN CALL

CONTACT INFORMATION



JUSTINE PARSONS

FOUNDER, YOUR VIRTUAL ASSISTANT

-  +64 21 177 5137
-  justine@yourva.co.nz
-  Auckland, New Zealand
-  <https://yourva.co.nz>