



Administrative help when you need it!



Urban Admin's "Top Ten Signs You Need a Virtual Assistant"

Have you found yourself saying any of the following?

10. "I'm sorry; I haven't gotten to it yet. I've been swamped with other tasks, but I'll get to it soon."
9. "I need to find a good _____ consultant, but I haven't had time to look into it."
8. "I know I had it here somewhere. My office is a mess; I spend more time looking for things than handling them."
7. "I spent last evening/weekend responding to emails and voicemails."
6. "I got so busy at the office I missed the first half of my child's _____."
5. "Honey, I'm sorry, but I have to postpone our Date Night."
4. "I have to set aside a day to handle my office tasks."
3. "I've got a million things to do and no time to do them."
2. "We were going to see that play that was here last month, but I never got around to ordering the tickets."

And the number one sign you need a Virtual Assistant...

"I didn't go into business to be my own administrative assistant!"

Questions? Let's talk!

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