



Virtual PA Services

August 2010

Newsletter

No.1

Actual Admin

Freeing your time so you can get on with business

Actual Admin was started up a year ago now, I can't believe it!

After a slow start things have been really kicking off since the New Year! A huge thanks for the support of family and friends along the way.

And an even bigger thank you for the business that has come my way!



Work has been varied in the time Actual Admin has been up and running. That's what comes of being a Virtual PA. Here is a quick snapshot of just some of the work I have carried out.

In January I picked up my first regular client, a Business Coach. My one duty for him is to manage his diary, purely and simply to book his meetings. This is a major task for him as he has so many every week to organise.

In February I took on my second a Business Turnaround company. I work for this company 5 days a week and we immediately had a very successful working relationship. I arrange meetings for Stephen; have written a magazine article for him; manage his diary; maintain his CRM database system; manage his website and keep his Twitter and Facebook accounts up to date. And due to a VOIP phone which plugs into my modem I get his calls come directly to me. So his Clients ring his office number and speak to me as though I was a PA sat in his office!

In June this year the website www.johnsontreeservices.co.uk went live. This was designed and is managed by Actual Admin. In addition to that, I designed all new business stationary for the company and I'm currently working on boosting their internet profile.

I've done many one off jobs for people: from typing up and printing of CVs, Wills, Back to Health Plans to designing a flyer for a new playgroup www.pigletsplaygroup.co.uk. I'm currently in the process of designing a flyer and poster for a Sports Massage Therapist.

Due to Actual Admins personal interest in the cause I have been helping CHD-UK to re-write articles to help patients and parents on diagnosis. CHD-UK's aims are to educate, support and raise awareness as well as promoting the need for testing prior to and after birth. The articles can be found at www.congenital-heart-defects.co.uk. The website was set up and is run by the amazing Hazel Hunt, herself a congenital heart defect survivor.

Here's to more successful years for Actual Admin!

What's the most important thing I've learnt in the last year?

PROMOTE, PROMOTE, PROMOTE!!

Follow us on,  

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