



EMAIL & CALENDAR PACKAGES

"Less Admin. More Creation."

Giving my clients the space to create & support others
without the pressure of dealing with back office and /or admin work.



Why would you need Virtual Admin Assistance?

There will be a point in your business when your workload will increase and many new leads/clients coming on board at a steady rate. Which means you are getting busier and busier, which can result in inbox overload, appointments missed or lost and your website not being as up to date as it could be.

Add to that creating and sending out emails/newsletters to your leads and clients, well, your day is jam packed every day!

I love working with people like yourself and help them reach their goals by being their business (admin) support.

I offer 2 Email & Calendar packages targeted to suit your needs to provide some relief & bring back flow, energy & total excitement to your (working) day!

What is my mission & Who am I?

My mission is to assist and support Coaches on their journey to empowering others & take over certain admin work to ensure a smooth daily running of their business.

I'm Birgit, the creator and main business support chick alas virtual background singer when it comes to 'back office' work.

So far, I have tasted the life of working in three countries and three different cultures (Switzerland, England & Australia), which shaped me into a flexible, reliable and 'I give everything a go' person.

Whilst I love all things self-development I equally love to spend time with hubby & cat, am into music, watch TV shows & movies, catching up with friends and working on my passion project "Living on the B Side".



Email & Calendar – Simple Package

If you want to regain an hour or two per week then this simple package is for you. I can take over the management of specific emails and leave the rest for you to work through and remind you of appointments by text or phone call.

What's included:

Emails –

- Looking after emails in one email account (Gmail or Outlook)
- 1-2 hours per week (set days or agreed times per day)
- Dealing with specifically agreed emails (for example new leads, junk, meetings, coaching specific, etc.)
- Basic assistance with organising emails into folders; delete, unsubscribe
- 30 minutes monthly catch up call via Skype or Zoom

Calendar –

- Reminder of appointments by text or phone call daily/weekly or as agreed

Pricing:

\$340 (no GST charged) – Monthly Package

\$95 (no GST charged) – Weekly Package

Email & Calendar – Advanced Package

This package is ideal for those that are keen to only deal with the most important emails and forget about the rest. Appointments and keeping your Calendar under control is a thorn in your side so needs to be reduced as well.

What's included:

Emails –

- Looking after emails in one email account (Gmail or Outlook)
- 2-4 hours per week (set days or agreed times per day)
- Dealing with agreed emails that cover the majority of your inbox (including basic lead & client emails)
- Assistance with organising emails into folders; delete, unsubscribe and ongoing housekeeping
- 45 minutes monthly catch up call via Skype or Zoom

Calendar –

- Reminder of appointments by text or phone call daily/weekly or as agreed
- Confirming, re-arranging or cancelling client calls and/or other appointments
- Confirming, re-arranging or cancelling other events and/or meetings

Pricing:

\$510 (no GST charged) – Monthly Package



Business Support for Coaches & Solopreneurs

Haven't found the Email & Calendar support you need?

Please get in touch with me by email or via the 'Contact Me' form on my website and we will organise a day and time to have a chat and figure out your exact needs.

Have other questions not Email & Calendar related?

No problem. I am happy to answer any questions you might have, so please get in touch with me and I will get back to you usually with 24 hours, if not earlier.