

BUSINESS SUPPORT SERVICES FOR PROFESSIONAL ORGANISERS

After running my own professional organising business for 5 years, I know how much work is involved in keeping things going and how messy things can get behind the scenes.

With the right support behind the scenes from someone who understood my industry, my business could have grown much further much faster - and I wouldn't have burnt out like I did!

**10% OFF
ALL SERVICES
FOR ACADEMY
MEMBERS
ONLY**

My team and I now provide management and admin services to the organising community - all the things I wish I'd had - to help your business move forward in an organised, efficient and profitable way.



WHAT IS THE DIFFERENCE BETWEEN A VA AND AN OBM?

VIRTUAL ASSISTANT

The role of a VA is to be a DOER in the business. VAs provide invaluable 'getting things done' support that is visible in the business on a daily basis.

VAs are focused on their one area of the business. The specific task or tasks they were hired to complete.

VAs need a manager, guidance & leadership in order to complete their tasks.

VAs support decisions that have been made, often needing to wait for the business owner to get back to them.

ONLINE BUSINESS MANAGER

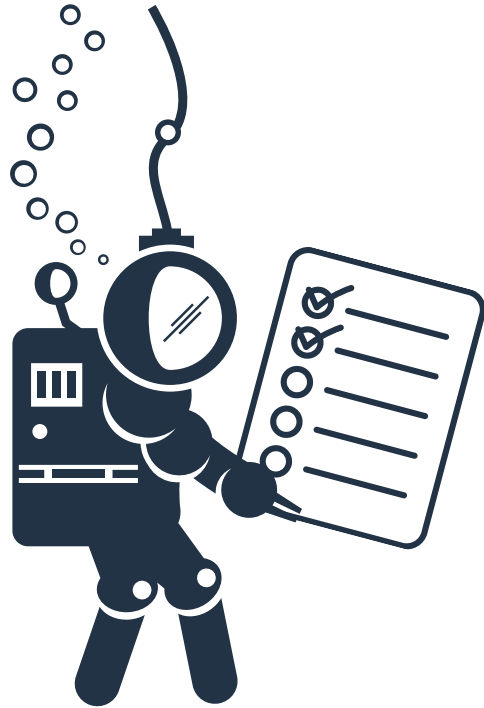
The role of an OBM is to be a LEADER in the business. OBMs manage the daily operations, freeing up the business owner to focus on growth activities.

OBMs focus on ALL areas of the business ensuring all tasks are done by the right person, in the right way, at the right time.

OBMs provide management, guidance & leadership to the team, taking all that time off the business owner's plate.

OBMs make many of the decisions that need to be made and pass on relevant info to the team.





THE BUSINESS IMMERSIVE

~~\$1757~~ **\$1580**

Take a deep dive into your business and surface with a strategic 90-day plan.

If you're not sure what to do next, where your focus should be or what steps will take your business to the next level, this is for you.

[LEARN MORE](#)

OBM
SERVICES



OBM RETAINER PACKAGES

Prices from: ~~\$2928~~ \$2635 per month

Step into your CEO role and focus fully on proper strategic business growth.

If you're finding that you're the bottleneck in your business and are unable to release yourself from the day-to-day operations, this is for you.

[LEARN MORE](#)

Coming
soon

YOUR BUSINESS: ORGANISED

The complete package to organise the behind the scenes of your business and turn it into an efficient, well-run machine:

- declutter and organise your digital files
- streamline your platforms
- refine your processes
- create your SOP guide

[REGISTER YOUR INTEREST HERE](#)

ADMIN SERVICES



INSTAGRAM SOCIAL MEDIA PACKAGE

~~\$644~~ **\$579 per month**

12 Instagram reels/posts created from provided images/videos.

Captions with keywords & hashtags

Scheduled & crossposted to Facebook

Please note: This is not a social media management service. This package is for organisers who already have a social media strategy but don't have time to create and schedule their content.



ADMIN RETAINER PACKAGES

Prices from: ~~\$322~~ **\$289 per month**

Support for all admin services:

- Product ordering & inventory management
- Client project prep
- Bookkeeping
- Contracts & invoicing
- CRM management



EMAIL MARKETING PACKAGE

~~\$386~~ **\$347**

Struggling to keep up with your email marketing? Nurture your sign ups by getting your next few emails prepped & scheduled and capitalise on your most valuable asset: your email list.

Includes: 4 emails written, edited, designed & scheduled



BLOG PACKAGE

~~\$386~~ **\$347**

Bloggging is vital for SEO purposes, as well as developing authority and trust with your potential clients. Don't have time to keep it up? I know - it's very time consuming! I'll take it off your plate and get your next few blogs prepped and scheduled.

Includes: 4 blogs written, edited, designed & scheduled.

ADMIN
SERVICES



LEAD MAGNET & EMAIL SEQUENCE SETUP

~~\$644~~ **\$579**

Trying to build your email list? This is how you do it. An irresistible lead magnet they just can't say no to, followed by a series of value-packed emails, finished off with a sales offer to convert them into your next client!

Includes: lead magnet creation, landing page, 3 nurture emails, 1 sales email, automation setup

[BOOK A FREE CALL](#)



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