

Your Admin Therapy Summary

A simple look at where you are losing time and how to fix it.

Thanks for chatting with us during your Admin Therapy session. We know that running Acme Company keeps your hands full, and the last thing you need is to get bogged down by endless paperwork and screens. This short summary highlights the biggest headaches we talked about and outlines a simple plan to help you win back your time.

1. Where it hurts

Right now, too many hours are being swallowed up by repetitive, frustrating tasks. Here are the main areas causing friction:

- **Spreadsheet overload:** Spending hours copying numbers from one screen to another, updating multiple lists, and trying to keep messy trackers matching up.
- **Chasing bits of paper:** Wasting time and energy hunting down late paperwork, missing details, or updates from your team.
- **The "it's all in your head" problem:** Because there isn't one simple place where updates are written down, leadership has to remember everything. If a key manager is away or unwell, operations stall.

2. Why it happens

This isn't a problem with how the Acme Company team works. It simply happens because your software tools don't talk to each other. When your systems live in separate worlds, your team has to act as the bridge—doing the manual typing, emailing, and copying to keep things moving.

3. The plan to fix it

We want to help you clear the clutter so you can get back to doing what you actually enjoy. Here is a simple layout of how we can automate that stress away:

Step 1: Link your systems together

Instead of typing the same information twice, we can make your systems pass data to each other automatically. For example, when a new enquiry comes in, it instantly creates a project file without any re-typing.

Step 2: Simple forms and client spaces

We can set up simple online forms or a straightforward web page where clients or team members type in their own notes and details. The system logs it safely, meaning zero chasing for you.

Step 3: One clean dashboard

A single, easy-to-read screen that shows you exactly what is outstanding, who has paid, and what needs doing next. No sticky notes required.

4. What you get back

By swapping out manual workarounds for straightforward web systems, you can expect some immediate, real-world benefits:

- **Save up to 20% of your time:** Win back up to a full day every single week to focus on growing Acme Company, serving clients, or just enjoying your weekends.
- **Fewer mistakes:** Information moves safely and automatically, meaning no lost notes, typos, or forgotten invoices.
- **Peace of mind:** With clear systems in place, your business can run smoothly even when you take a well-deserved break.

Ready to drop the admin stress? Let's talk.

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