

## Make Time For Success In 2013

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The New Year represents the perfect opportunity for people to break from the failings and issues that have held them back in previous years. The passing of the years should be taken as a new broom to sweep away the barriers that stop individuals and small businesses from achieving success but all too often, the mistakes of previous years are not heeded. It can be difficult, even risky, to take bold steps to transform the way that people interact and behave in a business sense but for any budding entrepreneur that wants to make the most of 2013, there is one thing that they need more than most and that is Time.

Yes, money would be handy, as would a killer idea, great business acumen, confidence, location and so many other things but with time, everyone has a better chance of finishing those plans and projects that can make all the difference.

Of course, time is probably the greatest commodity in the world and it is difficult to get more of it. In one sense, it is impossible to get more time, the world moves to the same clock, albeit in different time-zones, and there are only so many hours in the day. This is where getting a helping hand to run a business or lead a busy life is essential and a virtual assistant is the sure-fire way to have more time for success in 2013.

In business and in life, the big things have a tendency to look after themselves; it is the little things that cause the problems. This is where the services of a professional virtual assistant can make all the difference. A virtual assistant with decades of PA experience could be the difference between success and failure for any firm or individual.

In the standard office, taking an average amount of distractions into consideration, an employer is likely to lose 2.5 hours per week or 124 productive working hours each year! A small business with an additional 124 working hours a year could make a big difference to their output and utilising the services of a virtual assistant is the key to unlocking the additional hours and benefits that come from these hours.

It is likely that many people will assume that a virtual assistant is not for them but that would be wrong. A run-down of the tasks that can be carried out quickly and likely more efficiently, by a virtual assistant should ensure that every small firm, entrepreneur or individual would quickly indicate that there is scope to benefit from these services, which can include the following...

- Record keeping – online filing
- Updating databases and spreadsheets
- Market research
- Utility bill processing
- Outsourced reception
- Document typing
- Personal assistance/administration
- Travel booking
- Diary management
- Handling incoming calls
- Social Media Content
- Business Development
- Project Development
- Issuing and chasing of invoices

These are all major components of a business day and all too often can take up too much time for an individual.

Allowing a virtual assistant to take care of these issues will free up time for more important matters.

While the skills of a virtual assistant lend themselves superbly to the business world, there are benefits for individuals to gain too. Lifestyle management is becoming an increasingly popular area of life and anyone that feels as though they are lacking clarity and space in their life would be advised to seek assistance in this area.

An assistant with skills in lifestyle management would be the ideal solution to reduce the amount of time

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that is wasted on minimal issues in life.

- Paying Bills
- Researching holidays and getaways
- Providing reminders for major events and dates
- Travel arrangements and plans

These are just some of the areas where a [virtual assistant in London](#) or the UK could provide great benefits and an assistant that comes to a client's home could provide even more hands on support in de-cluttering life. Anyone that feels as though time is the thing that they lack the most could greatly benefit from undertaking a lifestyle management review and getting their life back on track.

## **About Me**

I have over 25 years' experience of being a PA with 13 years served at a major corporate company. I currently head my own Virtual Assistant company, bringing the wealth of experience, knowledge and expertise to clients around the country and beyond.

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