

10 tasks everyone should outsource

Imagine getting all of the repetitive, low-value tasks in your workflow that get in the way of what you were tasked to do, out of the way?

The easiest way to increase your productivity is to outsource. But what things can you outsource?

Let's have a look at 10 things you could outsource TODAY that will get some efficiencies back into your day!

Time Management

We are so blessed to have such advances in technology that allows us to automatically track your day, create a timesheet, automation, and more!



Email organisation

Imagine not having to go through your spam email again? Your outsource can manage your emails, prioritise what's important, sort through the thousands of emails in your inbox and respond on your behalf!



Meeting management

Have all of your meetings planned, managed and executed on your behalf. No more doodle polls or countless emails trying to work out a date! Your outsource can do this for you.





Finance

Focus on increasing your revenue instead of worrying about the many issues and complexities of getting all your invoicing and payments done on time.



Team collaboration

Let your outsourcing be the driving force of your team collaboration. Foster the culture of continuous learning and generate innovative ideas to propel your business.



Project management

By outsourcing, you are paying a fixed amount to a project manager who is focused on completing the project and the objective of the project. Save time and keep your current staff available for internal tasks. You could end up hiring a real talent and asset to your team!

Book in your FREE consultation today to see how you can start saving time & money in your business!



Reporting

Outsourcing can help you increase profitability by keeping on track with real-time

reporting on KPIs and business performance, allowing you to make better decisions and reducing costly mistakes.

Payroll

There are many benefits to outsourcing your payroll. These include reducing the costs of in-house payroll, manual errors or missing compliance deadlines. Outsourcing means a more streamlined, efficient operation resulting in cost efficiencies for your business.



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Hiring

Improve team quality and reduce time by going through the labour-intensive tasks of finding the right person for your team. Have your outsource organise the process from beginning to end, saving you countless hours and helping you make the best decision for your business.

Social media

Outsourcing your social media marketing will benefit your business in more ways than one. It will save you time and money as well as give you access to expertise, technology and other marketing-related needs you may/may not have opportunities to do.



Most organisations and businesses simply cannot handle processes internally.

Outsourcing and engaging someone virtually like The Administration Agency allows you to focus on your core business, reduce your costs and overhead expenses, assist with cash control, provide access to new resources and help manage and share the risk.

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