

WHAT DO I NEED HELP WITH?



MK-VIRTUAL ASSISTANT

TIME

Tasks which stop you from achieving other tasks, i.e. research, creating documents, admin, etc.

EFFICIENCY

Tasks which take a long time, i.e. creating social media designs across all apps, sourcing suppliers and arranging quotes, research or shopping.

EXPERTISE

Tasks which you don't have experience or knowledge of, i.e. create visually stimulating slides or documents, manage a large event, creating templates and designs, establish a project or set-up programme management reporting.