

FORWARD



Resources

The Rise of the
Modern Way to Work



The Rise Of The Modern Way To Work

The Rise Of The Online Office - A Perfect Solution

All businesses have the essential everyday background tasks to manage, but not all businesses need a support team with an actual physical presence to constitute 'an office.' For many years, innovative, forward thinking business owners have been embracing the powers of the Internet and the positive working changes and opportunities that it brings and have preferred to operate with an online office. They realize using online systems and outsourcing tasks or entire roles within their business is simple, convenient, allows them to create their own freedom, and encourages business growth, whilst taking an almost non-existent business risk, making no long term commitment and receiving excellent value for money.

IT innovation is the fundamental driving force behind this change to working culture with the development of new secure platforms

Hiring a brilliant VA could very well help you run a better business and restore your work / life balance.



promoting and improving communication and collaboration. This transition to online working enables many kinds of workers, whether outsourced, employed, or entrepreneurial business owners to collaborate effectively and efficiently online.

Work Is No Longer a Place!

It used to be that you 'went to work'. However, with these technological advances, work isn't necessarily a physical location anymore, but an activity, a task... something you need to do, rather than somewhere you need to be.

Many businesses now find that there's a financial and operational disadvantage to retaining a physical office premises with dedicated staff. As online offices prove themselves to be more efficient, more productive, and better value for money, they're giving those operating online a competitive edge over their rivals.

The Perfect Solution

Two factors combine to work together and create the perfect solution in business support - online systems and virtual assistants.

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Virtual assistants provide online business support across an astonishing range of roles and work with a multitude of online systems. Through reducing your workload and streamlining your processes by implementing an online office, your VA will positively transform your business and provide a scalable basis from which to build your success.

The incredibly intuitive, practical and efficient online systems available at little or no cost, cover almost all business support areas such as accounts, invoicing, payroll, customer service, document sharing and e-signing, project collaboration, communication, call answering, appointment systems, marketing, design and more!

Financial Benefit to Using an Online Office

The substantial savings in time and money by implementing an online office are clearly recognized. With an online office significant costs are immediately cut as there's no rent, rates, or utility bills, and each worker provides their own working space and equipment. Whilst the online office systems themselves are well priced and the investment is well worth the regained time, the time savings allow a greater ability to focus on your clients, income generating tasks and business growth, leading to more sales and ultimately more income!

Among many other benefits, outsourcing to a VA provides you with professional assistance at a fraction of the cost of employing staff. It also secures a productive workforce, focused on delivering specific tasks by agreed deadlines, and completely eliminates time wasted due to lingering office politics, or regular interruptions by colleagues.

The individual worker experiences many benefits from working online, in both financial savings and positive lifestyle changes. By way of example, replacing that often horribly long commute with more time to productively spend on tasks or extra time to enjoy with family, being able to work from almost any location with Internet access, reducing travel and clothing costs as well as improvements in well-being, all lead to higher productivity!

Status Update: If you've been on the fence about whether transitioning into an online, paperless office is the right move for you, there's never been a better, more advantageous time to give this possibility your full attention. With the potential cost savings being

so extraordinary at this point, as well as with so many amazingly easy to use online systems available, it just makes sense to really look carefully at all the benefits this option provides, so read on to find out more!



Start to improve your business systems, engage the services of one or more VAs and get your office online today!

6 Reasons Why Implementing An Online Office Will Help Your Business

Over recent years the many advances in technology have ensured that almost every aspect of running a business is now supported by an online system. Many of these online systems offer different versions that can be selected according to business needs and budget. These systems combine to create an online office and offer a powerful transformative effect for efficiently running business operations.

It's likely that when you started your business you imagined yourself as the cool, calm, wonderful business owner, with everything organized and very little stress affecting you. You didn't imagine that you'd be rushing around, stressed out and frustrated that you're wasting time on seemingly unnecessary tasks. Online systems, as well as hiring a brilliant VA could very well help you run a better business and restore your work / life balance, not to mention your original business vision and here's 6 reasons why...



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Increase Efficiency

If your systems aren't working for you, it can feel like you're working harder but not moving forward any faster. You end up with less earning time and less time to yourself to wind-down.

Streamlining your business to reduce inefficiencies and wasted time with readily available online systems means there's no need to 'reinvent the wheel'. A suitable process and system almost invariably already exists and can be integrated with your procedures to support your business, reduce your to-do list, increase efficiency and free up your time.

1

Free Up Your Time

You want to be focused on the income generating tasks and business strategy, not bogged down by the day-to-day management of your business tasks. You want to run your business, not have it run you!

With increased efficiency, your workload is reduced and a large amount of your time freed up. This allows you to better manage your time and focus on more important things, such as your clients and the wider business strategy, either that or some much needed time to switch off and de-stress.

2

Improve Client Experience

Using online systems will help improve consistency in your business processes and allow you to focus on meeting your clients' needs and expectations - so you can deliver a better experience overall, for instance through a service like Zendesk, which has been specifically designed to assist you with actively managing client experience via ticketed support.

3

Increase Your Profit

With a more efficient business, and the wasted time now freed up, you're able to turn your attention to income generating tasks, your customers and business strategy and steadily increase your profits.

Always remember, an improved client experience also leads to more recommendations, increased sales and repeat business.

4

Build A Better Team

Using online systems you can outsource tasks to VAs more readily and are no longer limited geographically when it comes to finding the best resource for your business. You can take advantage of a global talent pool and collaborate online using communication and project management systems such as Skype, Slack and Active Collab.

5

Be Competitive

If your competitors are more efficient than you, there's potential that you could lose business, for example they may be able to respond quicker to enquiries, or offer a better service to their clients. It's important to continuously refine your systems in order to stay competitive.

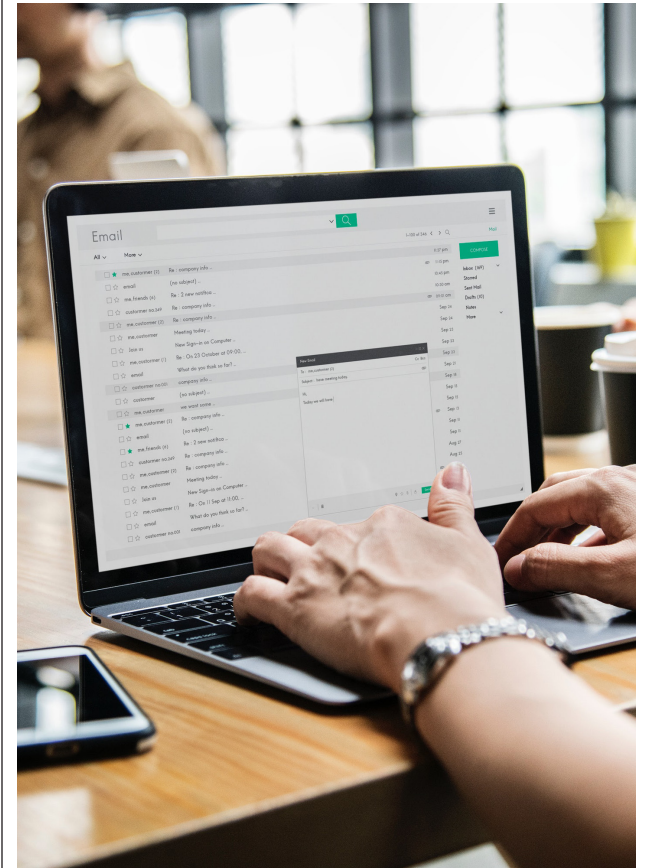
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Status Update: If you could increase your efficiency in business, free up time, improve client experience, increase profit, build a better team and be infinitely more competitive with a single, cost-effective decision - would you consider moving forward? Of course you would! Learn how you can revolutionize your business, now.

Fundamental Changes In Sourcing Business Support

Forgive the often used phrase, but... we really are living through the most incredible period of change, particularly when it comes to the working environment. Historically, people have always been required to attend their employer's offices or premises to collaborate with their colleagues, however, for many, this element of travel is no longer necessary.

Similarly, many businesses have found themselves in an all or nothing situation in regards to staffing, where they waited until they were stressed to the limit and completely overrun with work before taking steps to employ staff, because of common concerns around whether they can keep employees in work and justify the paying of their wages.

However both these scenarios are no longer necessary and over recent years the way business owners manage their day-to-day operations has started to change, for three main reasons:

Considerable cost and efficiency savings can be made by hiring virtual assistants, rather than in-house employees.

1

Online Systems

Immeasurable technological developments have changed many aspects of our working life and culture. The multitude of online systems and their vast range of functionality means that it's possible to carry out almost any background supporting task online. Furthermore, in many cases it's more efficient and effective too.

2

Cost-Cutting

In recent memory there's been an economic downturn and the potential for another in the near future is an almost constant threat. During such times, businesses look at their outgoings and assess where savings can be made. Just considering the obvious costs of rent, utility bills, furniture and equipment for staff, before getting into the costs and complications around hiring staff, there's clearly a significantly reduced cost involved in running an online office and outsourcing your support roles. For this reason, many businesses come to the realisation that considerable cost and efficiency savings can be made by hiring virtual assistants, rather than in-house employees.

3

Global Access to Skilled Professionals

The right person to support your business may not live within a commutable distance! In addition to the online business systems themselves, there are also platforms that facilitate the contracting of skilled professionals located across the world. Businesses are no longer limited to hiring within their immediate geographical area, but can contract individuals or companies with the specific skill sets that they require, regardless of location.

VAs are committed to supporting their clients and often become an integral part of business operations.

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The Perfect Support Option

These fundamental changes have created the perfect environment for virtual assistants to step up as an outstanding flexible support option. Using a range of online systems such as Skype, Slack and Active Collab to communicate and collaborate on projects and tasks, VAs are able to be highly efficient and productive and can effectively support your business through applying a wide array of skills, including writing, editing, scheduling and engaging on social media, bookkeeping, project planning, website creation, preparing design elements and graphics among others.

VAs are committed to supporting their clients and often become an integral part of business operations, including its success and growth strategy. They can also contribute to the stability and scalability of the business. For instance, using VAs can make it easier for companies to scale their staffing requirements up or down, so instead of worrying about trying to recruit and train employees, you can request that your VAs bring further team members on-board as and when needed to ensure your organization can react responsively and remain competitive at all times.

Status Update: In this article we explore how the fundamental changes in business support are revolutionizing business today, particularly through the use of online systems and global access to skilled professionals (VAs), then we touch on the incredible cost efficiencies that are part and parcel of these developments - and how you can take advantage of these benefits for yourself, too!

