

## Quick Start Guide

### 3 THINGS TO DELEGATE OFF YOUR PLATE TODAY AND HOW TO DO IT



AssistPro® exists to bring great people together through delegation. We believe the growth of your business shouldn't suffer because there is only one of you. A Right-Fit Assistant™ is more than just an assistant, they are an extension of you.

**THINK OF YOUR ASSISTANT AS YOUR GREATEST SUPPORT SYSTEM!**

### Your Challenges

- Attention to Prospects and Customers
- Overflow of Administrative Tasks
- Feeling Like You Can't Get Ahead

### Our Solution

- Fractional Support
- A Gatekeeper of Your Time
- A Right-Fit Assistant

# WHAT TO DELEGATE

## 01 Email Management

Combing through emails daily just to hit unsubscribe is time consuming. Your Right-Fit Assistant will triage, organize, and "own" your inbox. If there is anything that needs to be communicated they will share it with you.

## 02 Calendar Management

Having someone manage your calendar, your appointments, and your capacity will prevent you from over-extending yourself. Let your assistant be the gatekeeper of your personal AND professional time!

## 03 Client Experience

Your Right-Fit Assistant is a reliable extension of you. They can interact with and support your clients at whatever level you choose. Your assistant can ensure emails are responded to in a timely manner, schedule calls and meetings quickly, and make sure your clients feel important and appreciated!

# HOW TO DELEGATE



### DISCOVER

Identify the key responsibilities your assistant will own.



### FOUNDATION

Establish a communication cadence with your assistant.



### GROWTH

Develop supportive habits for your delegation journey.

**BEGIN TODAY!**

**SCHEDULE A  
DISCOVERY CALL**

*"Is your passion answering emails and booking travel? Probably not.*

*An assistant is someone with the unique ability to take on the tasks that zap your time and energy leaving you free to pursue your purpose."*

**Jenna Spencer**

Founder & Visionary

