



Small Business Outsourcing Needs Assessment

Please Check All That Apply

- I find I am spending too much time on daily administrative tasks
- I want/need to spend more time building my business
- I want/need to advance my marketing strategies and client follow up techniques
- My computer skills are not what they could be which hinders my productivity and heightens frustration levels daily
- I would prefer to have an expert take care of many of my computer related activities
- I often feel overwhelmed by the end of the day and find myself pushing off tasks that really shouldn't be avoided
- I want/need to create an effective work and lifestyle balance that permits leisurely activities with friends and family while still being conducive to growing a respectable business
- I feel that a Virtual Assistant would benefit my business and its development

If none of the above mentioned apply to you and your business right now, keep this assessment on file and refer to it at a later date to re-evaluate your business needs.

Agreeing to 2 or more of the above statements indicates that you and your business are probably ready to start saving time and money by partnering with a virtual assistant.

Please contact us at info@WindsorVOS.com for your **FREE** 1 hour consultation and learn how **Windsor VOS** can support you and your small business needs.