



Pre Consultation Call Help Sheet





Prior to our Call

Thank you for taking the first step to enquiring about how we can help you.

We want you to get the most out of our Consultation call. So we have created this helpful workbook to help you.

The 1,2,3 Steps to Getting Started

- ☐ Over the course of a week write down all of the tasks that you do. During the course of a day, week, month and year.
- ☐ Then categorise them with numbers 1, 2 & 3.
1 - being something you love doing
2 - you aren't fussed but are happy doing
3 - you just don't enjoy this task at all
- ☐ The items that fall into 2 & 3 are probably the tasks that you can outsource to ourselves.

Project Support

- ☐ If you have a specific project you want support in start by listing the name of the project.
- ☐ Then list what it is you are looking for. For example if its a website. What should it be able to do for you?





Your 1,2,3 List



1

Tasks that I like to do



Your 1,2,3 List



2

Tasks that I am happy to do



Your 1,2,3 List



3

Tasks that I would like to outsource



Project Support Checklist



Project Name:

What do I want it to do?, Look, Feel?



Project Support Checklist



Project Name:

What do I want it to do?, Look, Feel?



Project Support Checklist



Project Name:

What do I want it to do?, Look, Feel?



Project Support Checklist



Project Name:

What do I want it to do?, Look, Feel?



Project Support Checklist



Project Name:

What do I want it to do?, Look, Feel?



Helpful thoughts for your Project

- ☐ Do you have a website/logo that you like the look of already?
- ☐ Do you have colours that you like? Don't worry we don't expect you to know the codes just share where you have seen them online we can find them for that
- ☐ Do you have a font style that you like?
- ☐ Do you need extras such as business paypal account?

I hope you find this handout useful.

I am looking forward to our call.

Letty x