

Calm the Chaos

5 hours a month*3 months*\$200/month

This trial-based package is perfect for business owners overwhelmed by backend tasks, including their email inboxes, who want support.

It is customizable so you have the support you need.

Email Inbox Options	Communication Options
Inbox organization: to include color-coded folders	Creation of Standard Operating Procedures (SOPs)
Organization & elimination of read/unread email	Creation of employee handbook
Regular review and emptying of Spam	Contacting and communicating with employees, third-party affiliates, and/or clients/customers
15-minute daily inbox checkups with important emails flagged	Content creation for FB/IG and/or LinkedIn
Unsubscribe from email lists	Blogs, newsletters, flyers, copywriting
	Editing & proofreading

These are options for what I can provide. You can mix and match to suit your needs.