

Run It Like a CEO

50 hours a month*9 months*\$3000/month

Run It Like a CEO takes inbox, content management, and other backend tasks off your plate so you can focus on working in and growing your business and find work/life balance.

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) and/or Creation of an employee handbook
Inbox is monitored and cleaned daily with at least 30 minutes per day of focus on email	Contacting and communicating with employees, third-party affiliates, and/or clients/customers
Organization & elimination of read/unread email Unsubscribe from email lists	Website updates Analysis of website and social media performance provided in a report
Regular review and emptying of Spam	Focus on AEO (answer engine optimization)
Important email flagged to be read	Content creation for FB/IG and/or LinkedIn; engaging with others via your social media accounts, including groups you belong to
Emails are answered in a timely, professional manner	6-8 SEO Blogs, 4-5 newsletters, flyers, copywriting
4 business-appropriate email response templates created	Editing & proofreading

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