



The Problem:

Juggling **client calls, admin work, and content creation** left little time for growth.

The Solution:

- Weekly **calendar & email management** to keep schedules organized
- Bi-weekly **presentation & document design** for coaching programs
- Monthly **social media & email marketing support**

The Results:

- ✓ **Saved 10+ hours per week**, allowing them to focus on coaching & launching courses.
- ✓ Increased **client engagement & course enrollments** through improved marketing.