



Juggling Octopus Business Support

***Are you unsure as to whether or not you need help?***

***Take a few minutes to find your answer.***

*Simply decide which option is most applicable to you. Ticks on the left show areas of your business that you are happy with, whilst ticks on the right show areas of your business that we can help you with.*

PA / EA WORK				
		N/A		
I am on top of my emails and make sure that I answer them all in a timely fashion so that I don't lose any opportunities.				I see the emails coming into my inbox but don't have the time to deal with them all as quickly as I would like.
I am confident that my diary is well managed and that my time is appropriately spent doing the things that are important.				I have a number of people that I want to meet that will help my business, but I am always busy and don't seem to have time.
I have support in the meetings that are important for my business and know that they will add value to what we are doing and move things forward.				I have a number of regular meetings that I dread; they seem to take up a lot of time, during and after the meeting.
I have processes in place to ensure that I am on top of the admin for my business. Everything is organised and this isn't something that I worry about.				I know that admin is important to keep my business organised and on track, but it's the part of the business I least enjoy.
I keep track of everything that is spent, and it is recorded monthly within the business P&L.				I know that I am spending money on the business that could be claimed back, but I don't have time to do so and don't recall the last time I kept a record of them.

If you find yourself with more ticks on the right than the left, then we can help you.

Get in touch for a free no-obligation chat

Call Sarah on 07791 736181, email [sarah@jugglingoctopus.co.uk](mailto:sarah@jugglingoctopus.co.uk), or simply fill in the contact form on our website [www.jugglingoctopus.co.uk](http://www.jugglingoctopus.co.uk)