

HARLOW and I had mutual friends and also knew each other from the local small business and networking “scene”. Harlow responded to my Facebook advertisement for my #twohourfreebie as she needed help with her financial filing.

Harlow runs a successful local fashion-related company from home and was becoming overwhelmed with the amount of paperwork they were generating.

A relative of Harlow’s had valiantly attempted to do her filing, sadly in a way which would have needed a “Degree in Filing” to ever find anything again. There is no simpler filing system than “date order”, whether you need two or two hundred different files – “date order” works every time.

For example, I avoid my Arlo filing if at all possible, but I do have an expense folder, and every time I get a new receipt, it goes to the front of the file.

Job done; date order.

During my #twohourfreebie I managed to downsize the mountains of paperwork into a couple of files, ready for when their accountant comes a-knocking in January. It was by no means a finished job, but the structure is now in place for them to easily maintain their financial filing going forward.

... don’t forget, I offer a #twohourfreebie to small business owners interested in seeing how a Virtual Assistant can add value to their business.

