



MotherBoard

# GET AN EXECUTIVE VIRTUAL ASSISTANT

Save Time, Be Productive

In the dynamic landscape of modern business, top-tier c-suite executives and leaders shoulder increasing pressures and responsibilities that demand their unwavering focus and strategic acumen. The intricate web of tasks, meetings, communications, and responsibilities can quickly overwhelm even the most seasoned professionals, leaving little room for crucial decision-making and core strategic initiatives.

Recognizing the unique challenges faced by these high-level executives, our Executive Virtual Assistant Service stands as a beacon of support and efficiency in the midst of chaos. Tailored to cater to the specific needs of top-tier professionals, our service offers a level of unparalleled assistance that transcends traditional administrative support. By seamlessly integrating into the daily workflow of executives, we aim to alleviate the burdens of mundane tasks and operational complexities, thereby empowering leaders to concentrate on what truly matters – shaping the future direction of the organization.

Our mission is not only to optimize workflows and enhance productivity but also to act as strategic partners and trusted confidants in the pursuit of organizational excellence. As seasoned professionals in virtual assistance, we understand the nuances of executive decision-making, the importance of time management, and the significance of fostering seamless collaboration. By serving as diligent co-creators and proactive problem-solvers, we strive to align our efforts with the strategic objectives of the organization, driving sustainable growth and success.

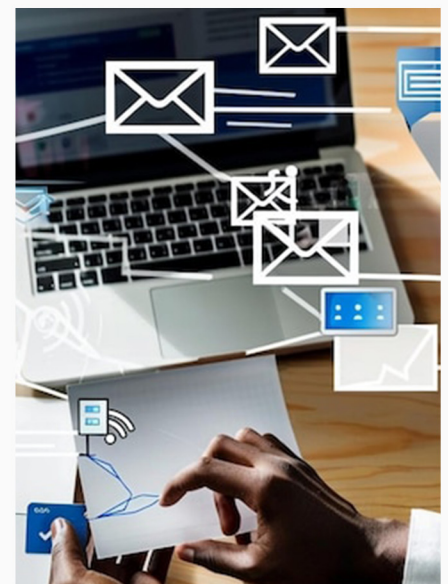
With a relentless commitment to efficiency, discretion, and excellence, our Executive Virtual Assistant Service stands ready to navigate the complexities of the modern business landscape alongside top-level executives, ensuring that no detail is overlooked, no task is left unfinished, and no opportunity for advancement is missed. Together, we forge a powerful partnership built on trust, synergy, and a shared vision of success.

## OUR EXECUTIVE ASSISTANTS ARE CO-CREATING WITH EXECUTIVES

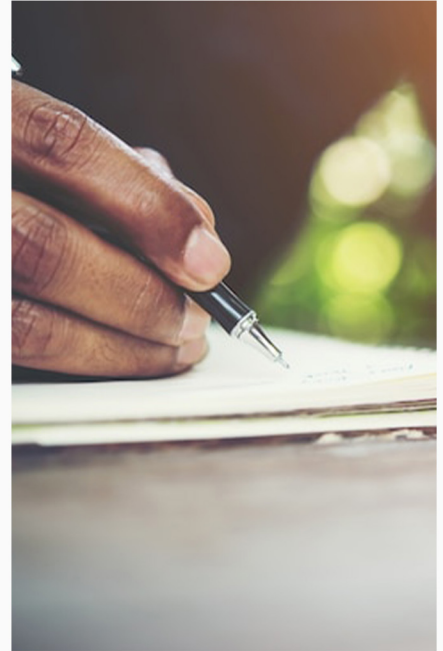
Our assistants are not just support staff; they are active co-creators in achieving the executive's vision. By integrating closely with executives, they provide proactive solutions, offer strategic insights, and contribute to decision-making processes. This collaborative approach ensures that the assistant's work aligns seamlessly with the executive's goals and organizational objectives.

### SUPPORT PROVIDED BY OUR EXECUTIVE ASSISTANTS INCLUDE:

- **Calendar Management:** Scheduling meetings, coordinating appointments, and managing travel arrangements.
- **Email Management:** Filtering, prioritizing, and drafting emails to ensure timely and effective communication.
- **Project Management:** Overseeing project timelines, coordinating with teams, and ensuring deliverables are met.
- **Report Writing:** Timely creation and sharing of meeting reports including action points to follow-up on.
- **Research:** Conducting research to provide relevant data and insights for decision making.



- **Business Writing:** Creating, editing, and managing important documents and presentations.
- **Expense Management:** Tracking and managing expense reports and budgets.
- **Stakeholder Engagements:** Handling correspondence and scheduling meetings with key stakeholders.  
What else do you need?



## THE DELIVERY PROCESSES IS SIMPLE

### 01 DISCOVERY CALL

- » **Objective:** To understand the executive's needs, preferences, and goals.
- » **Scope:** Detailed discussion on current workflows, pain points, key priorities, and expectations.
- » **Outcome:** Development of a personalized action plan to address specific needs and objectives.

### 02 ONBOARDING

- » **Objective:** Seamlessly integrate the assistant into the team for optimal productivity.
- » **Scope:** Signing agreements and contractual documents, setting up necessary work platforms and tools and aligning and confirming working hours and communication protocols
- » **Outcome:** A clear understanding of the work processes, expectations, and operational flow, ensuring smooth collaboration and efficiency.

### 03 WEEKLY UPDATE CALLS

- » **Objective:** To review progress, discuss upcoming projects, completed tasks, and adjust priorities as needed.
- » **Scope:** Review of tasks completed in the past week, update on ongoing projects, and alignment on upcoming priorities.
- » **Outcome:** Ensuring transparency, maintaining alignment, and adapting to any changes in priorities or requirements.

### 04 TASK TRACKER

- » **Objective:** To maintain an organized and transparent record of tasks and their status.
- » **Scope:** A centralized platform where tasks are logged, tracked, and updated in real-time.
- » **Outcome:** Improved task management, clear visibility on progress, and accountability.

### 05 MONTHLY REPORT

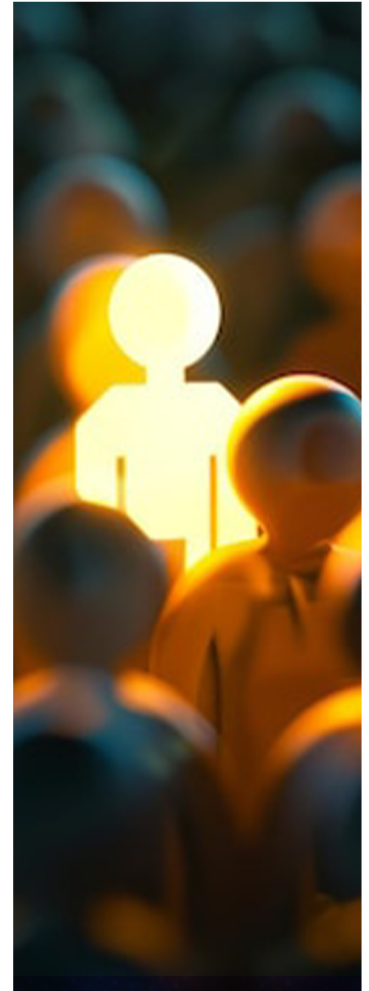
- » **Objective:** To provide a comprehensive overview of the work completed, challenges encountered, and goals achieved.
- » **Scope:** Summary of key tasks and projects, performance metrics, and recommendations for future improvements.
- » **Outcome:** Insightful analysis to review performance, recognize achievements, and plan for the next month.

## EXPECTED BENEFITS FOR EXECUTIVES

- **Time Saving:** Streamline and automate routine tasks to free up valuable time for strategic activities.
- **Enhanced Productivity:** Optimize workflows and task management to boost overall productivity.
- **Improved Focus:** Allow executives to concentrate on high-impact decisions and leadership responsibilities.
- **Seamless Operations:** Ensure smooth and efficient daily operations through proactive management and support.
- **Strategic Support:** Provide valuable insights and recommendations to aid in strategic planning and decision-making.

## WHAT MAKES OUR EXECUTIVE ASSISTANTS STAND OUT

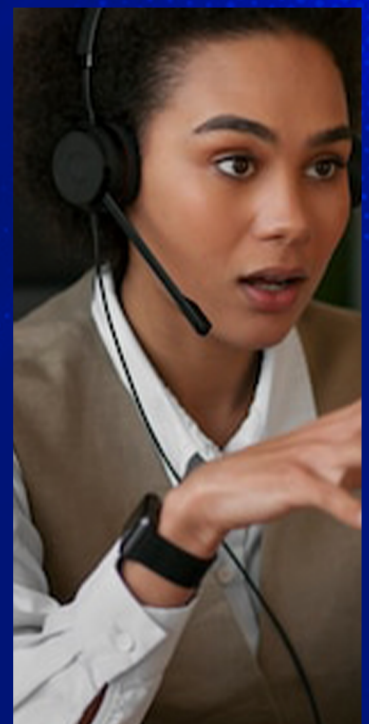
Our Executive Virtual Assistant Service stands out through its commitment to personalized support and co-creation. Unlike traditional administrative services, our approach is centered on collaboration, where our assistants act as strategic partners in achieving the executive's vision. We offer a combination of advanced task management tools, regular communication touchpoints, and a tailored service model that aligns with the executive's specific needs and objectives. Our assistants are highly skilled professionals who bring a proactive mindset and strategic acumen to every engagement.



## THE DELIVERY PROCESSES IS SIMPLE

### 01 CUSTOMIZED ONBOARDING PROCESS

- » **Objective:** Ensure a smooth integration of the Executive Virtual Assistant into the executive's workflow.
- » **Scope:** Introduction to key contacts, access to relevant tools and systems, and a deep dive into specific preferences and requirements.
- » **Outcome:** A well-coordinated start, minimizing disruptions and ensuring immediate productivity.



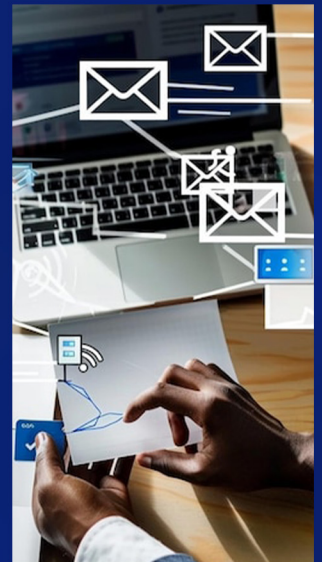
## 02 CONFIDENTIALITY AND DATA SECURITY

- » **Objective:** Safeguard sensitive information and ensure compliance with data protection regulations.
- » **Scope:** Implementation of robust security measures, confidentiality agreements, and adherence to industry best practices.
- » **Outcome:** Assurance of data integrity and privacy, fostering trust and reliability.



## 03 TECHNOLOGY INTEGRATION

- » **Objective:** Leverage the latest tools and technologies to enhance service efficiency.
- » **Scope:** Integration with project management platforms (e.g., Asana, Trello), communication tools (e.g., Slack, Microsoft Teams), and calendar applications (e.g., Google Calendar, Outlook).
- » **Outcome:** Streamlined processes and seamless communication.



## 04 FEEDBACK MECHANISM

- » **Objective:** Continuously improve service quality based on executive feedback.
- » **Scope:** Regular feedback sessions, surveys, and a dedicated channel for suggestions and concerns.
- » **Outcome:** Adaptive service delivery that evolves with the executive's needs.



## WE PROVIDE A FREE TRAINING FOR YOU TOO!

As part of our commitment to providing seamless and effective executive virtual assistance, we offer a comprehensive training program for executives. This training is designed to familiarize the executive with the tools and processes essential for efficient remote work and collaboration.

Our training covers the following key areas:

- **Remote Work Best Practices:** We guide the executive on how to navigate the remote work environment effectively, including managing communication, productivity, and collaboration with distributed teams.
- **Time Management Practices:** Training on calendar management tools, task prioritization, and optimizing workflows for maximum productivity.
- **Collaboration and Communication:** Guidance on using team collaboration tools effectively to maintain clear and consistent communication with the virtual assistant and other team members, regardless of time zone or location.
- **Digital Transformation:** Introduction to and hands-on training with key digital tools such as project management systems (e.g., Asana, Trello), communication platforms (e.g., Slack, Zoom), cloud-based document management (e.g., Google Workspace, Microsoft 365), and other automation tools. This ensures the executive can fully utilize these resources to streamline workflows.

This training not only helps the executive become comfortable with the tools and systems but also enhances collaboration, ensuring smooth and efficient operations across the board. By empowering the executive with these skills, we enhance the overall productivity of the virtual assistance relationship.



## YOUR COMMITMENT

We offer a **Standard Monthly Subscription** for our virtual assistance services at a rate of **\$200 (NGN 250,000)**.

This plan ensures that you receive dedicated, high-quality support tailored to meet your business needs. With our subscription, you'll have access to:

- Professional virtual assistance for administrative tasks, project management, calendar management, and more.
- Flexible hours to suit your working schedule.
- Ongoing support to help streamline operations and improve productivity.

This subscription is designed to provide consistent, reliable assistance, allowing you to focus on your core business activities while we handle the details.

### **We have an executive assistant ready for you!**

Our Executive Virtual Assistant Service is designed to offer comprehensive support to c-suite executives and leaders, enabling them to focus on strategic priorities while we manage the details. Through a structured delivery process, personalized service, and a collaborative approach, we provide the tools and support needed to enhance productivity and drive organizational success.

We look forward to the opportunity to partner with you and support you in achieving exceptional results.

We are always here for you!



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