

Karen 2014

When	What	How
Daily responsibilities	Clients	<ul style="list-style-type: none"> • Daily email updates to Clients' • Daily sales emails to potential Clients' • Ringing Clients' to discuss solutions • Gently closing sales with Clients'
	Supervising staff	<ul style="list-style-type: none"> • Delegating tasks to quality staff; • Developing staff professionally;
Weekly responsibilities	Help Aidan	<ul style="list-style-type: none"> • Website improvements; • New banking options; • Country research
	Cash flow	<ul style="list-style-type: none"> • In batches, execute funds transfers from global bank accounts; • On Friday, email me bank balances report
	Monitor country page rankings	<ul style="list-style-type: none"> • For your countries, email me the seo rankings and surgery action plan
Monthly responsibilities	Accounting	<ul style="list-style-type: none"> • During week two of each month, give me all bank statements and all credit card statements with each transaction explained in red;
	Cash flow	<ul style="list-style-type: none"> • On the first Friday of each month, give me all bank statements and all credit card statements with each transaction explained in red;

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Quarterly responsibilities	Accounting	<ul style="list-style-type: none"> Email me spreadsheet of accounting numbers for Healy Consultants Singapore and Hong Kong; Get me GST refunds for Asia Business Set up;
	Staff	<ul style="list-style-type: none"> Ensure you have enough quality staff to help you complete your work in a timely manner; Hire and fire with my full support;
	Properties	<ul style="list-style-type: none"> Email me property spreadsheet accounting numbers, reconciling to bank statements;
Bulls eye time	Closing sales	<ul style="list-style-type: none"> Ringling and emailing potential Clients' Aidan to speak to Client on phone
	Keeping clients happy	<ul style="list-style-type: none"> Talking to them about solutions Emailing them deliverables
	Supervising suppliers	<ul style="list-style-type: none"> Agreeing deadlines and fees Documenting engagement project plans Discussing solutions to problems
Measures of success	Completing big Clients' engagements fast and smooth	<ul style="list-style-type: none"> Minimal input from me No drama Give the Client solutions only
	Paying you lots of bonuses for closing multiple sales	<ul style="list-style-type: none"> Get aidan involved in client phone discussion
What do I want from you?	To handle the biggest engagements	<ul style="list-style-type: none"> Engagement strategy documents Handle suppliers

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	To develop a team of staff around you	<ul style="list-style-type: none"> ● In your office ● You advertise and interview the staff you want
	Long term support from you	<ul style="list-style-type: none"> ● Sign a new 3 year contract ● Quick client holding emails in evening on bus and at weekends, if convenient for you; ● Live in Singapore if possible
What motivates you?	Karen to insert	<ul style="list-style-type: none"> ● Karen to insert

If your work day does not resemble the above, let me know. If you are doing tasks not listed above, let me know.