

# **How-to Gain More Than a Work Week Per Month**

## **Using a Virtual Assistant**

*1100 words 3-5 minute read*

For several years it has been known industry wide what entrepreneurs and busy high level management have known in their hearts and minds for even longer – busy work and housekeeping tasks get in the way of actual productivity. Technology is fantastic, but it has created a huge time sink to make sure you are able to stay up with the ways and times so you don't fall behind your competition. You can't function without doing these tasks or using these tools, so the bigger question remains how you manage to improve the situation in such a way to regain that productivity window back.

Considering that as of 2016 the time staff actually were able to spend doing their primary jobs was abysmally below even half at 39%. That means these individuals are spending 61% of their time just doing busy work – managing emails, answering phone calls, dealing with bookkeeping, etc., instead of doing that specialized work they are meant to do. The biggest time wasters are unnecessary meetings and redundant unimportant emails. You know the type – someone sends a companywide email and then everyone hits reply all, and so you get all kinds of time wasting clicking happening to get rid of the overflow of emails. Sometimes even the companywide email was a time waster in itself. A large number of employees (at least 25%) want a window of time that is uninterrupted that they can focus on their core goals.

Now, granted there is no way to completely eliminate time wasters – they are going to happen just because we are human beings and we live in society. Technology happens. Sick kids happen. Some sort of urgent “got to get this done my toodas is on the line” tasks happen. There are always going to be meetings. Someone is going to stop by who isn't as focused as you, and they will interrupt you either to chat or to get you to do something for them. It is what it is.

While employees reported that they spend 16% of their time sorting and processing emails, 11% of their time attending useful meetings, 11% of their time handling administrative tasks, 10% of their time in wasteful meetings, 8% of their time on interruptions for nonessential tasks, and 5% of their time on “miscellaneous” they also reported that 45% of them are logging 41-50 hours at work and 14% of them are logging 51 or more hours at work.

So what we see is that more hours don't equate to more productivity, and if anything it leads to less productivity. What if we could get the increase in productivity without the increase in hours, which reduces costs at the beginning? Virtual Assistants offer a proven long term solution to this problem. Time and time again they improve efficiency, and enhance focus to make the absolute most out of a busy person's time.

Hiring a Virtual Assistant is the easiest method to allow you to refocus completely on the important things at hand. Effective use of a Virtual Assistant is crucial to this process, but just thing, if you could maximize the productivity level, even by 50% bringing you to an 89% time focused on your core job how much work you could do. This number is extremely high, but taking it as an example you could more than double your productivity each and every day, week, month, and year.

A more realistic increase is likely in the neighborhood of saving you 2-3 hours per day, which equates to approximately 15 hours per week, and a good estimate of 1-1.5 weeks per month. This is especially true when your Virtual Assistant is new to you and your team, but as you grow together, you will find you are able to delegate more and more tasks to them bringing you closer to this nirvana goal of 50% increase and your 2 extra weeks per month of productivity!

One of the big limiters is how much you are willing to pay for your Virtual Assistant. High quality Virtual Assistants don't come cheaply. Also, you don't get high quality returns out of the cheap Virtual Assistants (such as from the Philippines or India.) This is one area where you truly get what you are willing to pay for.

I have had to take work done by these "cheap VA's" and fix, update, punctuate, etc. to make the information bearable to get through. The language is broken, the grammar is incorrect, the punctuation is wrong or nonexistent, and they quite literally do a search online and just take whatever the top 2 or 3 returns are regardless of relevance, age, or anything else. I have seen some all-out plagiarism which puts the client at risk as well, often possibly without knowing of the potential. This is not to say there are no good overseas Virtual Assistants, but to say you have to be cautious of what you get in return, and often spend more hours investigating, correcting, and pre-digesting everything that they sent you in an utter mess.

If you are willing to pay for a quality Virtual Assistant for 10 hours per week, you can easily earn back up to a full work week of compensation time, but their usefulness is not limited to just how many hours they can improve your work productivity by. They can help with personal tasks, and all kinds of things that you might not be thinking of. You can outsource so many things from making purchases and paying bills to generating invoices and presentations to managing your inbox. The list is relatively endless, and only limited by what you are willing to relinquish your productivity limiting control over.

Keep yourself from having to endure a [100 hour workweek](#) over and over by using a quality Virtual Assistant. Using a service such as Interlocked Solutions will bring you to that potential awesome moment when you realize you have actually got everything done and you have free time. If you are interested in knowing more about Interlocked Solutions, please visit our website at <http://www.interlockedsolutions.com> or email to [info@interlockedsolutions.com](mailto:info@interlockedsolutions.com) for more details.

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