



AMY LAMP

VIRTUAL ASSISTANT SERVICES

for Designers

I help creatives achieve deep work by reducing the decision fatigue and attention residue that come from task switching and lack of focus.

METHODICAL / DETAILED / MINDFUL

Increase focus and rediscover harmony in your work

The struggle to balance creative work with administrative tasks can have a huge impact on how much satisfaction you get from your work and personal life. When you get relief from distraction, you can recover the time and focus you need to fill your creative well and do your best work for your design clients.

I assist independent designers with project administration so they can focus on high value work. Since earning my degree in graphic design more than twenty years ago, I've used my problem-solving skills both for clients and as an entrepreneur. Three core areas I've focused on are developing effective communication skills, improving productivity, and providing thoughtful customer experiences.

Email me to discuss how teaming with a VA can help you reach your goals.

time recovery

Bring structure to your tasks and improve time management

fill your creative well

Improve your mental capacity for creativity

email relief

Processing and clarification of client emails

business sitting

Peace of mind while you're on vacation (like house sitting)

SERVICES *overview*

- Project administration such as creating and prioritizing tasks, clarifying client feedback into actionable tasks, following up with clients, and organizing digital files
- Virtual meeting preparation, facilitation, and minutes
- Proofreading deliverables, proposals, and other documents
- Setting up systems in the Asana project management app
- Organizing the standard operating procedures of your business for greater efficiency and effectiveness
- Researching solutions to project questions or obstacles
- Compiling research or client-provided materials into PDFs for visual clarity

RATE: \$35/HOUR