




Do what you love best. Let AVA do the rest.™

 Time and cost saving virtual assistance for professionals

Tips for Getting The Job Done

1. Prioritize first.
2. Break a big project into smaller pieces.
3. Set a time limit like half an hour. Work hard on a piece of the project for half an hour each day instead of trying to finish all at once.
4. If you have a deadline, break the job into manageable pieces that can still be completed on time.
5. Use the right tools for the job and your work will go faster.
6. Don't reinvent the wheel—use templates, shareware, online tools, prebuilt components, and ready-made solutions that are already available.
7. Get help for whatever you are unable to handle yourself—hire an assistant, trade skills with a friend, or barter your services.
8. Don't start too many new endeavors at the same time.
9. Reward yourself for a job well done.