

FOCUS Foundations Administrative Review

The FOCUS Foundations Administrative Review is the suggested first step every client takes with FOCUS Administrative Services. It is a comprehensive diagnostic process designed to evaluate your current administrative systems, tools, and workflows. This review provides clarity on what is working well, where there are gaps, and what improvements can be made to help your business save time, reduce stress, and grow.

Purpose of the Review

Running a business means juggling countless tasks—finance, scheduling, HR, project management, communications, and more. Without the right systems in place, inefficiencies build up and lead to wasted time, frustration, and missed opportunities. The FOCUS Foundations Administrative Review identifies these pain points and offers clear, actionable recommendations to help streamline your operations.

What We Review

During the FOCUS Foundations Administrative Review, we take a close look at:

- Administrative tools and software (calendars, email systems, project management platforms, etc.)
- Financial processes (invoicing, bookkeeping, expense tracking, reporting)
- Human Resources workflows (onboarding, employee documentation, compliance)
- Communication and information flow within your team
- File organization and document management practices
- Event and project management processes
- Overall efficiency and time management strategies

Benefits of the Review

The FOCUS Foundations Administrative Review provides your business with:

- A clear snapshot of your current administrative strengths and weaknesses
- Customized recommendations to improve efficiency and accuracy
- Identification of cost-saving opportunities
- Improved processes that support growth and scalability
- A roadmap for implementing the right service bundle with FOCUS

Process & Deliverables

The FOCUS Foundations Administrative Review follows a simple process:

1. Discovery Call or In-person Meeting – A 75-minute conversation to understand your current administrative systems, tools, and workflows.
2. Review & Assessment – Evaluation of your current administrative systems, tools, and workflows.
3. Recommendations Report – A customized report detailing areas of improvement and suggested solutions.
4. Next Steps – Guidance on choosing the most appropriate next step to implement the improvements.

Price

Flat Rate of \$275

Why Start with FOCUS Foundations?

Every business is unique, which means there is no one-size-fits-all solution. The FOCUS Foundations Administrative Review ensures that your administrative support is tailored to your specific needs. By starting with this review, you set a strong foundation for growth, efficiency, and long-term success.