



Get Your Business out of Your Head



A practical, in-person workshop to help small business owners organise their admin and turn one unwritten process into a clear plan

Does your business run on everything you keep in your head?
When you're handling the enquiries, client work, follow-ups and
invoicing, it's hard to see what needs fixing first.

In this workshop, we'll map your weekly admin, find the tasks causing
hold-ups, and document one process you can start using straight
away.

You'll leave with a practical workbook and a clearer plan for what to
organise next.

DATE:
Friday
20 November

VENUE:
The Studio
Narromine
1/72 Dandaloo St

BOOK:
www.adminangelco.com.au
Spots are limited