

5 SIGNS

**your admin system is costing
you money**

(and how to fix it before it costs you even more)



COACHES



CONSULTANTS



SOLOPRENEURS

What's inside

- ✓ The 5 signs to spot right away
- ✓ Your 2-minutes self-diagnostic
- ✓ Easy fixes you can apply today

A quick self-diagnostic guide

Instant free download

5 telltale signs and what you can start doing about them today

1. You rebuild almost everything from scratch, every time

The sign: No templates, no standard process: every new task (a meeting, a client, a file) takes longer than it should.

What it's costing you: Those lost minutes, multiplied across every new occurrence, add up to hours (sometimes days) of billable work lost every month.

 **Quick fix:** Identify the 3 tasks you repeat most often and turn them into reusable templates this week.

2. Your information is scattered everywhere

The sign: Emails, paper notes, scattered Word files, Slack messages... You spend more time looking for information than using it.

What it's costing you: Search time quietly piles up and the risk of losing or forgetting something important grows with every new file.

 **Quick fix:** Centralize at least one type of information (e.g. the status of each client or file) in a single tool, even a simple one.

3. You've already missed a deadline or an important step

The sign: A missed renewal date, a skipped onboarding step, a document you forgot to request...

What it's costing you: These slip-ups are costly: penalties, unhappy clients, or worse, regulatory non-compliance.

 **Quick fix:** Set up an automatic reminder or a standard checklist for every type of recurring process.

4. You don't have a clear overview

The sign: You can't tell at a glance where every file, client or obligation currently stands.

What it's costing you: Without a clear overview, you react in the moment instead of planning ahead and you miss chances to bill or follow up at the right time.

 **Quick fix:** Build a simple tracker (even a spreadsheet) that gives you a full overview at a glance.

5. You improvise every time a new situation comes up

The sign: Without a proven framework, every new case means starting from zero to figure out what to do.

What it's costing you: The result: more stress, more room for error and a less professional image with the people you work with.

 **Quick fix:** Build on a system that's already been designed and tested, rather than reinventing it every time.

Your quick self-diagnostic

Check what applies to you:

- ☐ I often recreate the same documents or processes from scratch
- ☐ I have to look for information in several different places
- ☐ I've already missed a deadline or an important step
- ☐ I don't have a clear overview of my files or clients
- ☐ I handle every new situation "on the fly," with no set process

If you checked 2 boxes or more, your admin system is probably costing you more than you think in terms of time, energy and missed opportunities .

So, what now?

The good news: you don't have to build everything yourself. Two ready-to-use systems are waiting for you, depending on your work.

Are you a Company Secretary or Legal adviser?

Check out **EffiBoard — The Company Secretary Toolkit**: ready-to-use board meeting templates, a tracker and checklists, CAMA-aligned (Nigeria). Organize. Track. Record. Deliver.

 [EffiBoard – The Company Secretary Toolkit](#)

Are you a coach, consultant or solopreneur?

Check out **Onboarding Client 360°** (*available in French language only*): a ready-made Airtable system to welcome every new client with a professional experience, without missing a step, from day one.

 [Onboarding Client 360°](#)

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