

YOGADMIN



WWW.YOGADMIN.CO.UK

EMAIL: HELLO@YOGADMIN.CO.UK

PHONE: +44 (0) 7585 771 971

Introduction

Time. It's your most important resource.

Let Yogadmin save you time so you can focus on what's important to you; we provide flexible administration and consultation services for yoga teachers and studios.

From retreat organisation, systems management, and industry insights to bookkeeping, flyer design, and website updates. Our expertise and varied experience mean there are a wealth of tasks and support we can offer you as a teacher, studio, or business.

We specialise in

Whether it's taking on all those administrative tasks you aren't experienced in, don't enjoy or simply have no time for, or streamlining processes such as client bookings to be as efficient as possible, we can help. Here are some of the things we offer;

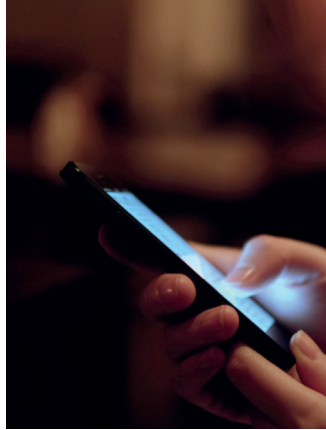
- Streamlining admin processes with systems and automation.
- Advice on organisation, time management & efficiency
- Being a team member for accountability and support
- Retreat organisation and venue research
- Implementing platforms for bookings, on demand, courses and memberships
- Website updates, blog publishing and e-commerce
- Newsletter preparation and template design
- Landing pages and lead magnet creation
- PA, diary management and client correspondence
- Invoicing, bookkeeping and financial record management
- Preparation of self assessment tax returns and VAT returns
- Online surveys, forms and e-signatures
- Social media graphics, flyer and e-book design

That's not all - book a call to see what else I can help you with. Head to www.calendly.com/yogadmin to get started

Sixty Minute Streamline £77

Book a Sixty Minute Streamline session with Yogadmin to work out where you can save time on your business admin. You will come out of this session with:

- Clarification on the tasks in your business that you can streamline, automate or outsource
- Recommendations of which systems, processes or people would help you achieve this
- All your admin questions answered



Tax Return Submission Assistance £99

Take the worry out of your self assessment tax return with experienced support from Yogadmin. Includes:

- Advice on allowable expenses and record keeping
- Double checking your calculations are correct
- Step-by-step guidance through the online submission process

Upgrade to include the preparation of an income and expenses calculation spreadsheet and receipt organisation for £189.



How it works

Say hello! Book a discovery call or drop me an email to get the ball rolling. We'll get to know each other a little more and discuss your business and support requirements in more detail.

If we are a good fit then we will decide which service is the best for you and what your goals are. Initially, this may require a meeting (on Zoom or in person) or one of my One-To-One sessions.

We will then work together closely to put the necessary processes in place to get your tasks completed. This may include granting access to the systems you use, sharing brand resources and providing content or guidelines. We will be in regular contact via email, WhatsApp and phone/video calls.

"Yogadmin has been an integral part of our business for a number of years. Many aspects of our business could not function without the input they give us and we couldn't do this without them. They make you feel like you have a team of people working for you and with you."

Kindred Yoga Studio, South East London Studio

"Melissa has been supporting me for years now and it has been such a blessing. It has allowed me to focus on my teaching and doing what I love to do whilst Melissa and her team cover all of the admin tasks that are very time consuming. It's a must for any Yoga business owner. Melissa provides excellent support when I need it and her team are very helpful."

Natasha Kerry, Yoga teacher & creator of The Yoga Sleep Method

