



What's Your Time Really Worth?

The True Value of Partnering with a Cybertary

For most of the important aspects of our lives, value is intangible. Significant, but intangible. The value in outsourcing administrative tasks to Cybertary, however, is both tangible and measurable. Take these simple steps to calculate the value you can gain by partnering with Cybertary...

1. Do you have a realistic idea of how much time you spend on a daily basis performing administrative tasks? Activities such as:

| | |
|---|---|
| <ul style="list-style-type: none">• Bookkeeping• Calendar Management• Computer Problems• Contact Database Management• Creating/Maintaining Spreadsheets• Creating/Processing Presentations• Customer Service• Data Entry• Documentation/Recordkeeping | <ul style="list-style-type: none">• Email Management• Marketing Campaign• Newsletter Production/Publishing• Payroll• Planning Meetings• Research• Travel Planning• Website Maintenance• Word Processing |
|---|---|

2. Estimate how much time you really spend each day performing these tasks. Keep a simple record for one week. Note every time you perform an administrative task. Using those results, take the daily number of hours and convert into an estimated number of hours per month. Multiply the estimated monthly figure by your hourly rate. Finally, take your annual income and divide it by 2,080 hours (40 hours per week times 52 weeks per year).

Example: $\$150,000/2080 = \72 per hour. Multiply this hourly rate by the estimated number of hours per month spent on administrative tasks. Let's use 65 hours per month for this example. $\$72$ per hour x 65 hours per month = $\$4,680$. For an annual figure: $\$4,680 \times 12$ months = $\$56,160$. Finally, compare these figures with what you would pay Cybertary to perform these tasks.

The outcome undoubtedly proves that hiring Cybertary is a wise business and economic strategy. Additionally, an experienced Cybertary performs most tasks more efficiently!

3. What would you do with the gift of additional time as a result of partnering with Cybertary? Pursue a dream or goal? Build or expand your business? Spend more time with family and friends? Take a "restful" vacation, confidently knowing that your competently skilled Cybertary is handling everything? If there is just one area of your life where you would like more time, hiring Cybertary can give you that priceless gift.

4. Does time seem to just "slip" by, making you question what you've accomplished, leaving you puzzled and wondering where the time went? Is your to-do list never ending? Do you try to accomplish more than is humanly possible on a daily basis? Delegating the necessary, but low payoff tasks to Cybertary will allow you greater focus and the ability to operate more efficiently.



1525 Park Manor Boulevard, Suite 266, Pittsburgh, PA 15205

▶ Ph: (412) 428-9595 ▶ Fx: (412) 428-9595 ▶ Pittsburgh@Cybertary.com ▶ Cybertary.com/Pittsburgh



5. Would you like to brainstorm and bounce ideas off someone else? Would you like feedback on a regular basis? There is major truth in the old saying "two heads are better than one." Cybertary can help keep you from getting stuck due to uncertainty or doubt.

6. Would you like to add a partner to share in the responsibilities of running your business, but don't want to add additional owners or employees? A great Cybertary will partner with you as an independent contractor, helping you run and manage your business.

7. Do you have great business ideas that are lucrative, however you get lost in all the details required to turn them into reality? A skilled Cybertary can help you develop, execute and implement a plan that makes it happen!

8. Do you understand the value of adding Cybertary to your team? Can you really afford *not* to work with Cybertary?

When you comprehend the income lost due to administrative tasks and realize the income gained by freeing up those hours, along with the tax deduction advantage, I'm certain you'll agree, working with Cybertary is a cost-effective business solution.

TIME is one of your most valuable assets—seize the benefit of finding more time in your life by working with Cybertary! When you seriously look at what your time is worth, can you realistically put a price tag on it?

The foundation for every business endeavor includes support. Every dream is brought to fruition not by the dreamer alone but by those they enlist to help execute the plan. All successful leaders and business professionals surround themselves with those who support their vision by being willing to become the action in the action plan, the effort behind the ideas and the material contents of dreams! Measure what you can accomplish with support—it will always equal success!

