

designated

DIGEST

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The Top 10 Reasons to Consider Hiring a Virtual PA.

Your Guide to Working Smarter not Harder

Designated's top tips when choosing an accountant.

Feel free to contact our friendly team. We are always happy to help

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Welcome to our December edition.

Welcome to December's edition of Designated Digest. With Christmas upon us, we would like to wish all our clients a Merry Christmas and Happy New Year. Thank you all for your loyalty this year and we look forward to working with you in 2023.

This month we are looking at the top 10 reasons for hiring a virtual PA, helping you become more effective and efficient.

We have also created a guide on how to work smarter not harder

advising you how to make 2023 all about organisation, and helping you get your head space back on track.

Finally, we have looked into what qualities to look for when hiring an accountant and highlighting why an accountant is important all year and not just at year-end.

Best wishes,

The Designated Team



The Top 10 Reasons to Consider Hiring a Virtual PA

We all hate having to do our business 'housekeeping' chores; whether it's organising your filing, sorting out your business cards, typing up letters or just simply getting your tax return done... the list is endless.

Got a big presentation to do? Let the professionals take charge!

With minimal supervision, we can turn around a document in Word, Excel, PowerPoint or even Canva and turn it from a jumble of numbers and words into a coherent work of art, fit for any boardroom. As businesses move from kitchen table to a more corporate environment, it's more important than ever before to keep teams engaged. No death by PowerPoint over here thank you!

Flummoxed by figures, or simply have no time to file that tax return?

[Read More Here](#)



So how can a virtual PA help you become more effective, more efficiently?

Guide to Working Smarter not Harder

Ever found yourself with a million things to do and no idea where to start? Or perhaps you just keep putting off that big black deadline that's hovering over you? Either way, getting your workspace and your task list organised is a sure fire way to help get your head space back on track. Our guide to helping you towards working smarter not harder will help.

Make Lists

Yes, you've heard it before, but it works! It's simple, the smartest way to unload your overworked brain is to get it all out on paper (or for those that prefer something a little more high tech, a Smartphone, tablet, or whatever you're most comfortable with). Put down everything – every, little, thing. There are loads of apps that can help too!

- Paperless
- Wunderlist
- Todoist

[Read more here](#)



Our guide to helping you towards working smarter not harder.

Designated's top tips when choosing an accountant

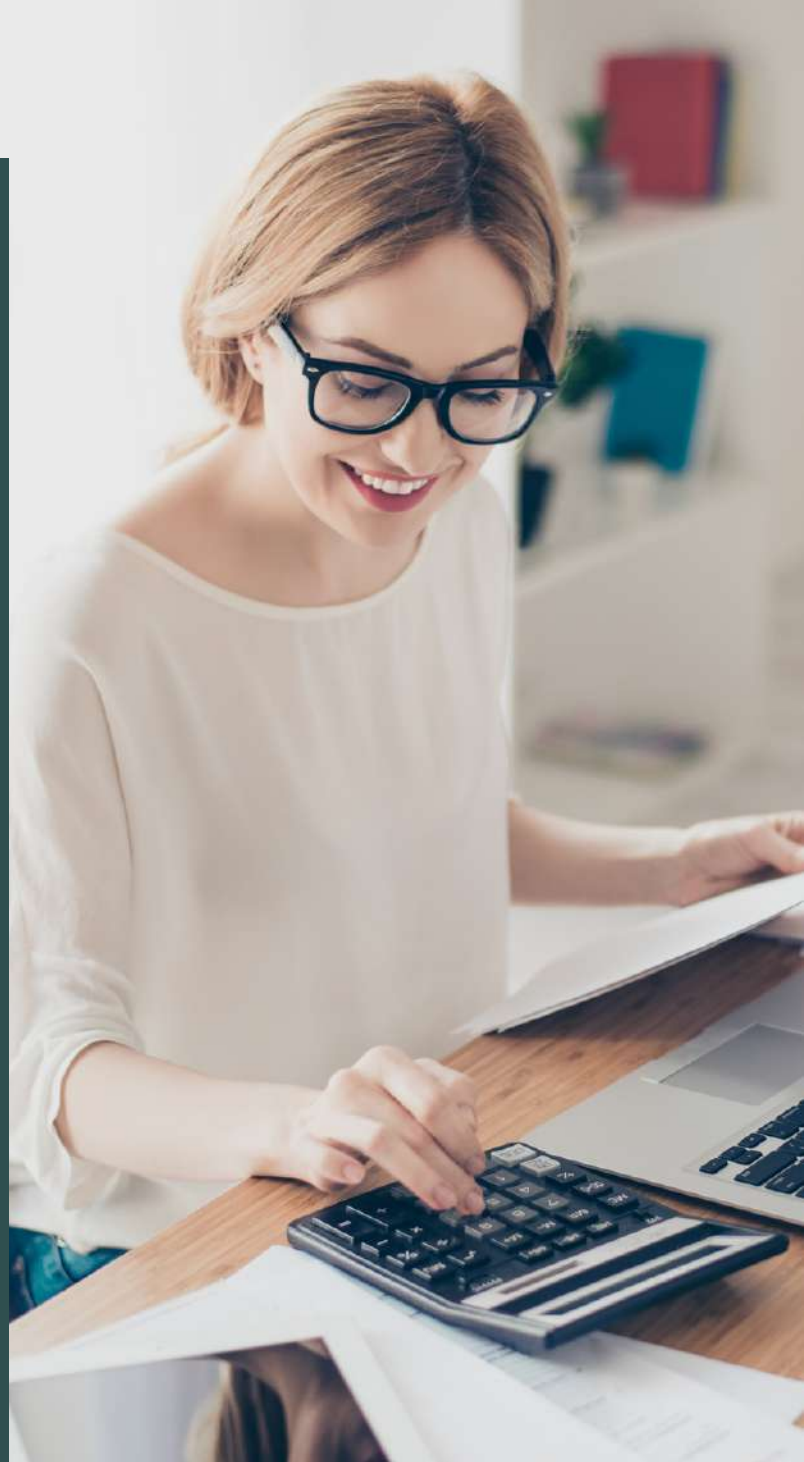
It is important to take your time when choosing an accountant. Now that so many businesses and people are working remotely, location isn't so much of an issue – meaning you can look to hire the best talent to suit you and your business, wherever they are located.

Designated has been able to recruit a team of dedicated accountants that will best suit our clients, here are some of the qualities that we looked for:

Highly Organised

Accountants have a very busy role, with several deadlines throughout the month or quarter, they need to be aware of what is coming up when and who needs to be informed within the organisation. Any data or information must be collected in good time to avoid any last-minute scrambles.

[Read more here](#)



An accountant is needed throughout the year and not just at year-end.