

# Five Quick and Easy Admin Wins

## So, your admin's a bit... chaotic.

That's normal. You're busy running a whole business, not dreaming about folder systems and invoice trackers. But have you ever thought:

- "Where did I save that thing?"
- "Did I send that invoice?"
- "Why is everything on fire?"

If so, hi. You're in the right place.

This isn't a lecture — it's a quick, practical guide to help you spot five common admin gaps and fix them fast. No jargon, no judgment, just smart little tweaks that make your business (and your brain) feel calmer.

## 1 A Central Business Info Doc

### What's the problem?

You're digging through old emails to find your ABN and copy-pasting bank details from random invoices.

### Why it matters:

The more scattered your core info is, the more time you waste — and the more likely you'll send something out with a typo or forget a detail entirely.

### Quick fix:

Set up a one-page "Business Snapshot" doc with your ABN, bank details, brand colours (Petite VA pink is #ff1e6f), and anything you regularly need to copy-paste. Bonus points if you save it where you can actually find it!

## 2 A System for Tracking Invoices

### What's the problem?

Just starting out, micro business? The last thing you want to do is spend \$ on an app or accounting package. But, you need to track your income. You think you've been paid... but also maybe not? You're relying on vibes and memory to get paid on time.

### Why it matters:

Late payments and missed invoices aren't just annoying — they mess with your cash flow and peace of mind.

### Quick fix:

Set up a simple tracker (spreadsheet, Notion, notebook, whatever works) with invoice number, date sent, due date, amount, and status. Update it once a week. Yes, really. Just once a week.

## 3 A Client/Customer Info Sheet

### What's the problem?

You're rifling through message threads to remember what your client actually asked for or worse, what you agreed to provide.

### Why it matters:

Having clear, central info for each customer means better service, faster responses, and fewer "oh crap" moments. It can also help you address 'scope creep'.

### Quick fix:

Make a short form to fill in when you onboard a client — name, email, what they want, how they like to work, key contacts, milestone dates and deliverables. Use it every time. Even for your mate Cheryl.

## 4 A Repeatable Weekly Admin Routine

### What's the problem?

Your admin happens in panicked bursts... usually right before a deadline or when someone's chasing you. Or worse, when you should be sitting with dinner balanced on your knees and something trashy on the TV.

### Why it matters:

Admin isn't glamorous, but done regularly, it keeps your business ticking quietly in the background — calm, consistent, and low-drama.

### Quick fix:

Block out one hour a week. Use it to file receipts, update your tracker, send reminders, or tidy your digital workspace.

## 5 A File Naming System That Makes Sense

### What's the problem?

Your desktop is chaos. Your downloads folder? Unsearchable. And you've got 11 files called "final\_final\_v3\_ACTUALfinal".

### Why it matters:

Good file hygiene makes everything easier — especially when you're busy, tired, or handing something off to someone else.




### Quick fix:

Choose a simple naming convention, like "yearmonthday\_client\_project\_filetitle" (20250411\_PVA\_infosheets\_adminguide). Then sort by name puts them in order for you. Try creating folders for each client and sub-folders for projects! (You don't need to backtrack — just start fresh from today).

## Hey!

If you've had a crack at half of these, congrats! You've already done more admin today than most small business owners manage in a week — nice work.

Want templates to make this even easier? The Petite Admin Toolkit is coming soon:

-  Ready-to-go forms
-  Weekly checklists
-  Systems that make sense (and stick)

Or...Psst... I could do this all for you! If you'd rather stick forks in your eyes than organise folders, I get it. Hire me, Petite VA, instead. I'm good at this stuff — and I like it.

 [www.petiteva.com.au](http://www.petiteva.com.au)