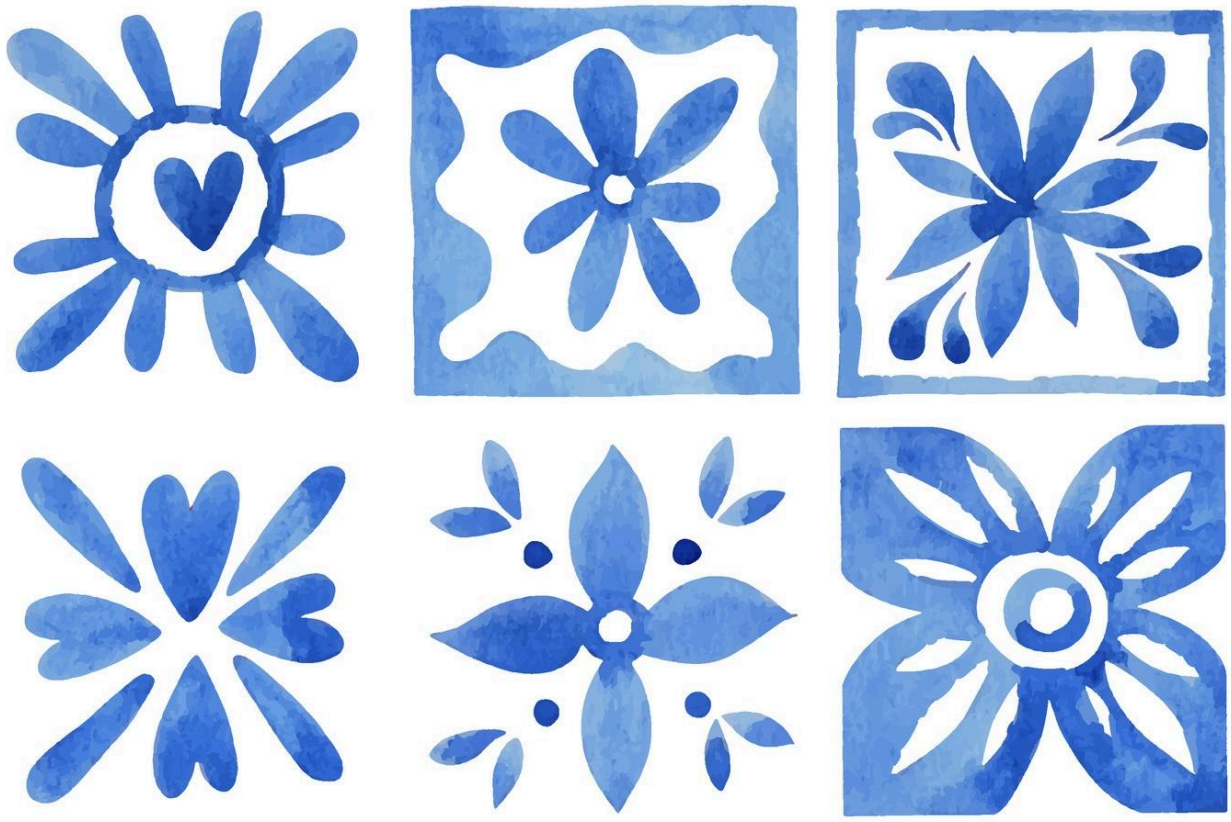


Your Productivity Partner

For Solopreneurs and Entrepreneurs

Data/documents, process/systems, facilitation/communication

Amanda Witman Consulting

Remote from Southern Vermont (ET)

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Clear advice. Practical fixes.

Too busy to do the work you love? When you are the only person handling things like email, invoices, scheduling, marketing, and record-keeping, those tasks can take more time than you have to give.

Together, we look at what isn't working and prioritize what needs to be fixed first. Then I figure out a simpler way of handling it and set it up for you, or coach you as you make the changes yourself. Either way, you can spend more of your day doing the thing that inspired you to start your business in the first place.

I've helped a small business owner who was thinking about closing find a way to keep going. I also helped a professional with an overwhelming workload ease into semi-retirement while making sure clients were still taken care of.

I keep my approach simple, with clear upfront pricing, no hidden hours, and work that saves you time and effort.

The Walkthrough

Two 90-minute sessions | $650

Tell me what's slowing you down. Details falling through the cracks? Not sure where to focus your efforts? Too much time spent on things that should be simple? I listen, ask specific questions, and give you a short, ranked list of what to fix — not a long report.

Get Your House in Order

Two 90-minute sessions | $650

Before building anything new, we figure out what you've already got. Old spreadsheets with missing data, stale web content, physical files, cloud documents, half-finished systems? Let's identify what's there first, and you leave with a written summary of where things stand and a suggested approach for organizing it.

Skipping this step is a common reason improvement projects stall out and end up costing more than they should. It's like clearing your workbench before starting the project.

Most folks start here: **Walkthrough + House in Order together | $1,150 (save $150)**

This gives us the full picture before you begin changing anything.

One Fix, 30 Days

We pick one thing — the fix that matters most — and get it done in a month. Depending on what you need, that could look like any of these examples and more:

- ➔ Redesigning how orders, appointments, or customer intake move through your business, so nothing slips through the cracks

- ➔ Building a simple dashboard so you can quickly see your sales, costs, or schedule instead of digging for them
- ➔ Cleaning up how you talk to customers — email, social media, whatever you use — so your message is clear and communications won't consume your whole week

Up to 100 hours over 4 weeks (25 hrs/week) | Fixed fee per project, up to $15,000

Most fixes don't need that much. We scope the project and set the total price to fit both the problem and your budget before we begin.

Ongoing DIY Support & Coaching

Regular check-ins | Priced to fit

Want to DIY but need a steady nudge to get it done? You do the work; I help you stay on track during scheduled check-ins. We agree on when and how often. I show up with nearly a decade of consulting experience to guide you through the messy parts, listen and reflect, help you think through decisions, and provide an outside view. What you share stays between us. The work is yours, but you'll have a dependable ally along the way.

How Payment Works

- ➔ No surprises. You know the price and what it covers before we start.
- ➔ Standard terms:
  - ◆ Sessions (Walkthrough, House in Order, or both): pay in full at booking, or half at booking and half a week before your first session.
  - ◆ One Fix projects: half at signing, half when the work is accepted.
  - ◆ Ongoing Support: billed monthly.
- ➔ Bigger projects can be split into milestones, each paid when completed, or into weekly payments.
- ➔ Every relationship starts with the Walkthrough. You get to see how I work before committing to anything bigger.

Case Studies Available on Request

- ➔ **Implementing a $700K Emergency Program in Under a Month**
  - ◆ Vermont Emergency Eats | Southeastern Vermont Community Action (SEVCA)
- ➔ **Directing a Regional Music & Dance Festival Under Nonprofit Governance**
  - ◆ RiverJam Romp | Southern Vermont Traditional Music, Inc.

All engagements are delivered remotely unless otherwise agreed. Contact Amanda to schedule a brief, free introductory conversation.

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