

Going Virtual & Utilizing a Cloud ****Short Version****

I am NOT going to teach you what you already know!



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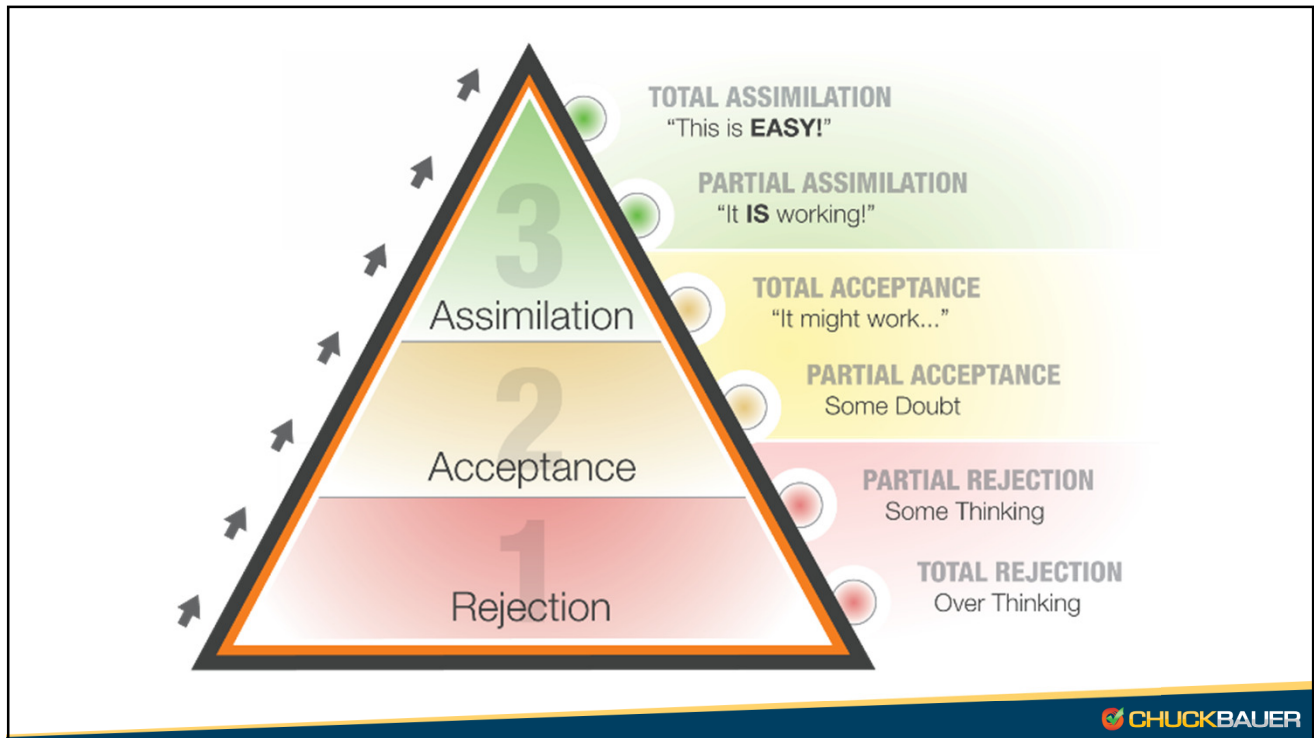
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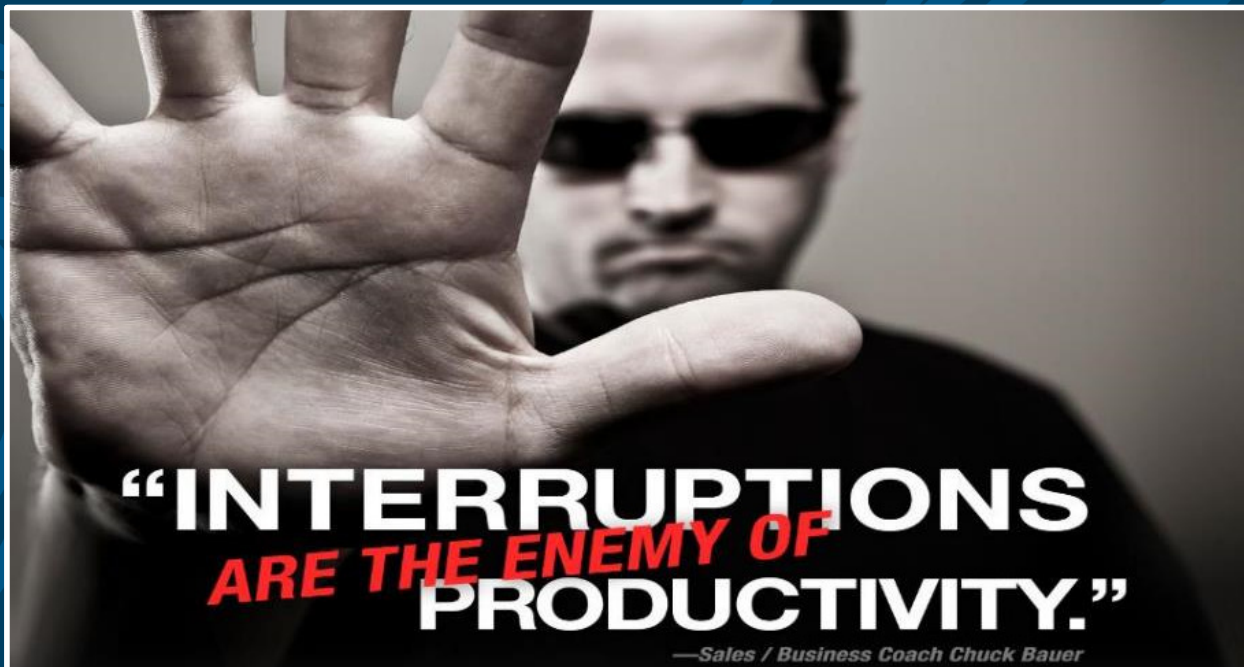
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What is an EMERGENCY?

e·mer·gen·cy (/ə'mɜrjənsē/)

*A sudden, **SERIOUS** (not urgent), unexpected occurrence or occasion requiring immediate action.*

- ✓ Going to the **ER!**
- ✓ Software Malfunction
- ✓ Key Employee **Quits**
- ✓ Family Death
- ✓ Running Out of **Chocolate** & Alcohol
- ✓ Client is Going to **Jail** if They Don't File 3 Years of Business Returns by a Specific Day
- ✓ Entire Office Gets Food Poisoning Except for One **Vegan...**



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Consider...

- **70% of what YOU and YOUR Staff does in INEFFICIENT!**
- **ANY COMMUNICATION, that is started with an email, cell phone, or written communication is **INEFFICIENT!****



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Going Virtual / Using a Cloud

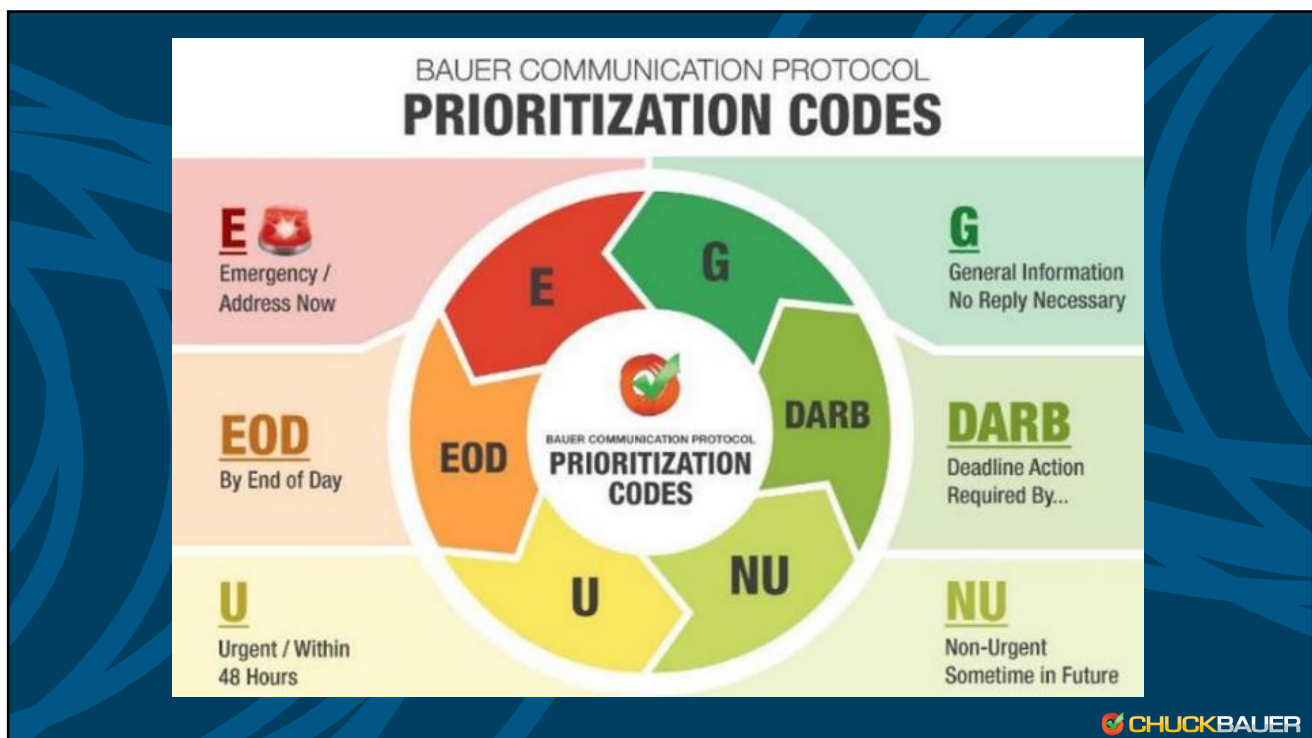
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|--------------------------------|--|
| ✓ 2006 – Four Hr. Work Week | ✓ 2006 - 100% Virtual |
| ✓ Changed my PARADIGM | ✓ Session Days T / W / T |
| ✓ Every Sec. Monotonized Value | ✓ 1 st Three Weeks of the Month |
| ✓ P/T: Virtual Graphic Artist | ✓ (8) 50 min Sessions Per Day |
| Virtual Executive Assist | ✓ 35,000 Mins Pr. Year in WebEx |
| Personal Assistant | ✓ Backpack Cloud / Basecamp3 |
| ✓ Imagine Time Savings? | ✓ 2010: Internal / External Comm |

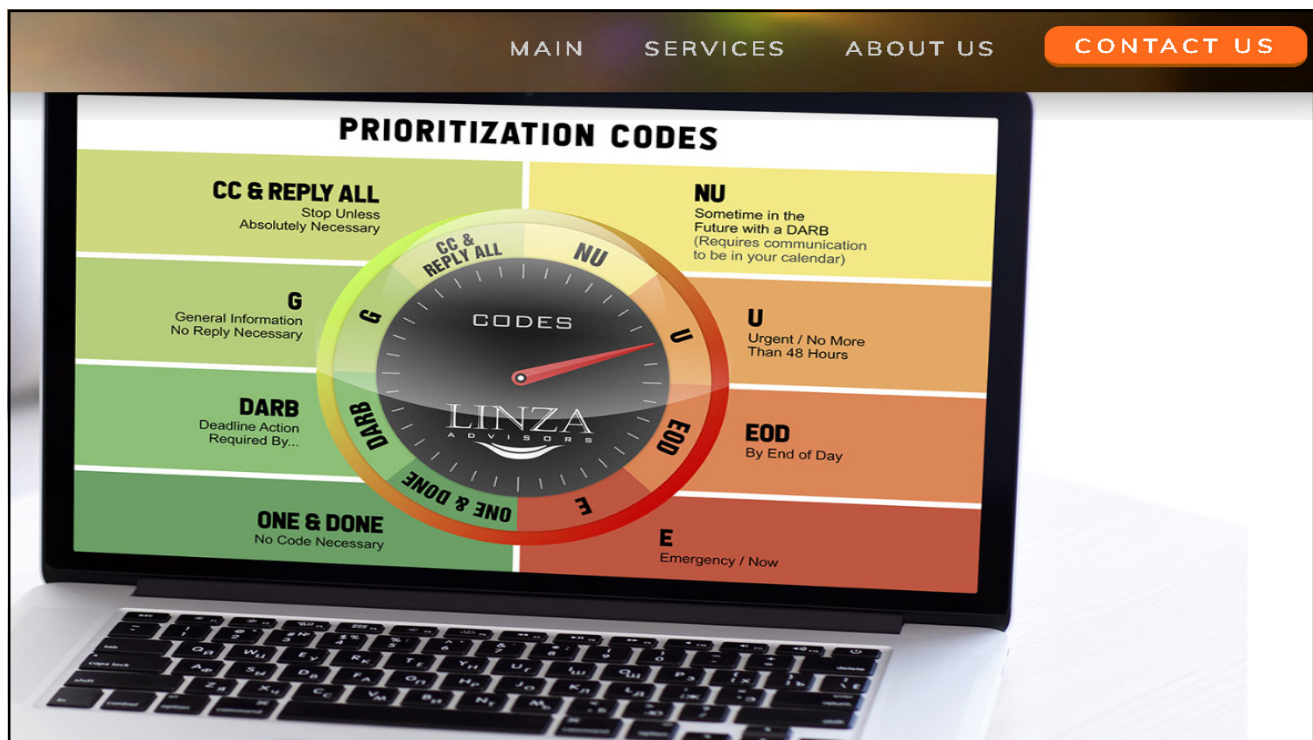


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Going Virtual / Using a Cloud

- ✓ **Communication Protocol**
- ✓ **Priority Codes / Internal / External**
- ✓ **Created Staff / Client Onboarding Manuals!**
- ✓ **90 Days for Staff / Then, 90 Days for Clients**
- ✓ **Over-communicate! Over-teach!**





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<p>Send</p> <p>From ▼ chuck@chuckbauer.com</p> <p>To...</p> <p>Cc...</p> <p>Bcc...</p> <p>Subject E</p>	<p>Send</p> <p>From ▼ chuck@chuckbauer.com</p> <p>To...</p> <p>Cc...</p> <p>Bcc...</p> <p>Subject U</p>	<p>Send</p> <p>From ▼ chuck@chuckbauer.com</p> <p>To...</p> <p>Cc...</p> <p>Bcc...</p> <p>Subject EOD</p>
<p>Send</p> <p>From ▼ chuck@chuckbauer.com</p> <p>To...</p> <p>Cc...</p> <p>Bcc...</p> <p>Subject NU</p>	<p>Send</p> <p>From ▼ chuck@chuckbauer.com</p> <p>To...</p> <p>Cc...</p> <p>Bcc...</p> <p>Subject G</p>	

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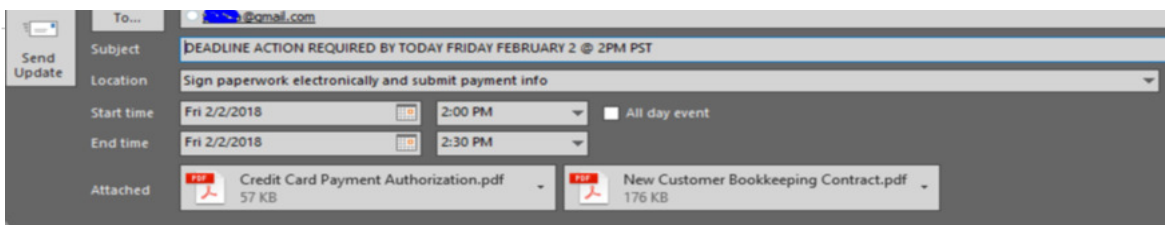


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Most Important Code: D.A.R.B.



Hi Jonny,

Welcome back!

As per our discussion on January 9, find attached contract requiring your signature and payment details for your 1st payment.

On behalf of Plus Minus we stand ready to protect you against the IRS and increase your tax returns.

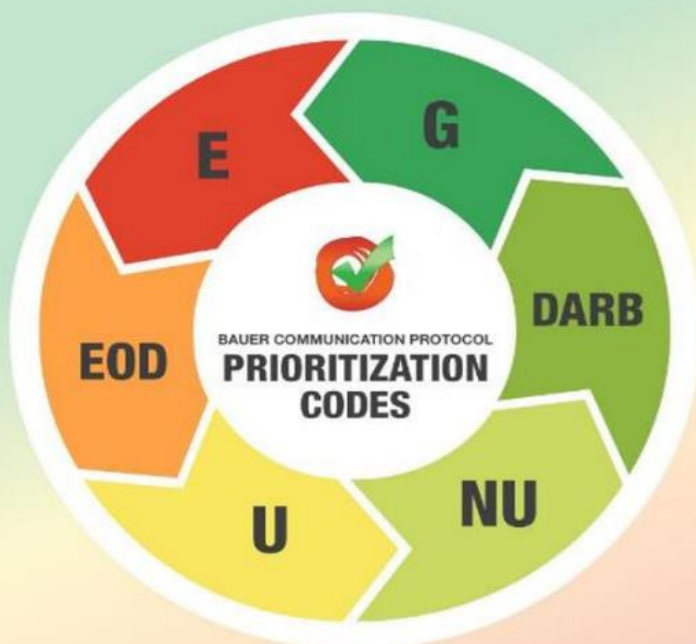
Sincerely,

Tim McElravy

MUST BE COLLABORATED IN THE CALENDAR!
With SELF, Staff, Prospects and/or CLIENTS!

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ANY & ALL DIRECTIVES

- By Written Request or Preferred Recorded Voice / Covieo / and/or Screencast-o-matic Platforms
- ****NEVER VERBAL****
- Should Use the Following Format:
Code / Short Title / DL: / POC:
- **IN A PERFECT WORLD**—All Communication Begins and Ends in the Cloud!

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Phones Ringing!?

NOT!
We, On
Purpose,
Run SILENT!



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Bauer Non-Reactionary Platform

- Outlook / Email / Calendar / Contacts
- Microsoft Office Suite
- Backpack Cloud Since 2006 / 2010!!!!
- Covieo/Screencast/Protocol/Codes
- Microsoft Surface Book – All Ops.
- 70 Inch Screen in Office
- 24/7/365 Answered Calls & Live Chat

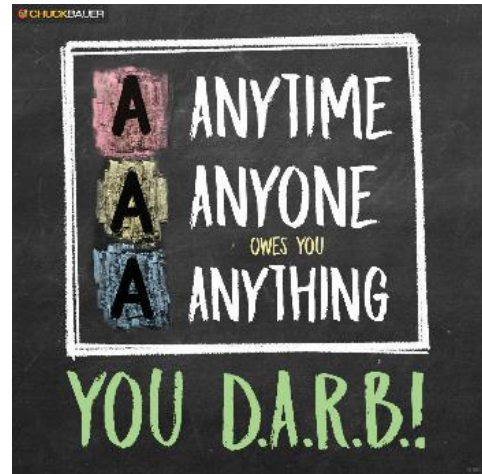


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Running a SILENT Office / Go Virtual!

- ✓ **DARB**
- ✓ **3000+ Files in Laptop & Cloud**
- ✓ **1500+ Clients Files – Laptop & Cloud**
- ✓ **Lacy 125 :50M Sessions**
- ✓ **6250 Minutes of Live Coaching**
- ✓ **Where is 100% of her Data?**



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What You Need:

- ✓ **High Speed Laptop – MS SP**
- ✓ **MS Office or Google Suite**
- ✓ **Cell Phone – No Flip Phones**
- ✓ **Nothing that is Out-Dated**
- ✓ **Logitech Brio Camera (2)**
- ✓ **Yeti “Blue” Microphone**
- ✓ **BIG Screen Monitor 70 in.+**
- ✓ **Money Penny – Web & Phone**
- ✓ **Communication Protocol**
- ✓ **Priority Codes**
- ✓ **Full Staff Training Manuel**
- ✓ **Client Onboarding Manuel**
- ✓ **Zoom Account–Pro Acct \$15 mo.**
- ✓ **Screencast-o-matic \$49 annual**
- ✓ **Covideo \$49 Monthly**

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Contact Chuck – chuckbauer.com

- Business Development Coaching & Sales Coaching
- Live On-Site Seminars
- chuck@chuckbauer.com / 855-740-7355
- All Social Media Platforms
- By The Way, What Other Companies or Business Executives Do YOU KNOW That Could Use My Services?



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