

# BEYOND BUSY



## Your My Elite PA Monthly Newsletter

Discover how our virtual assistants transform professional chaos into streamlined success, helping you reclaim time and focus on what matters most.



Hello and welcome,

I'm **Claire Wiseman**, and I'm delighted to introduce you to the very first edition of our new newsletter, ***"Beyond Busy"***.

At **My Elite PA**, our mission has always been simple: to give business owners back their most valuable resource...**time**. This newsletter is designed to do exactly that. Each issue will bring you practical tips, insights, and strategies to help you streamline your admin, boost your efficiency, and create more freedom to focus on growing your business.

We'll also keep you updated with news from My Elite PA and share success stories from our clients.

Thank you for joining us on this journey. I hope you enjoy this first edition, and I'd love to hear your feedback on what you'd like to see more of in future issues.

Claire



## **Unlock More Time: Delegate Smarter, Grow Faster**

Ever wondered how your business would grow if every admin detail was managed flawlessly? Lets find out.

[Learn more](#)

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## **New Client Focus**

### **JPS VIP**

We're excited to welcome JPS VIP as a new client at My Elite PA. JPS VIP specialises in high-end luxury chauffeur services, delivering exceptional travel experiences for their clients.

Our team is supporting them in getting the business fully up and running, from building a professional website and integrated booking system to setting up dedicated telephone, email, and payment services. We'll also be managing driver availability and handling all client bookings, giving the business owner the freedom to focus on growth and his other business ventures.

We'll be bringing you more from JPS VIP as we help get the business established and running smoothly.



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### **Butlers Chartered Accountants**

We're delighted to welcome Butlers Chartered Accountants to My Elite PA. Led by Director Hayley, the firm provides expert accountancy services with a personal touch.

Our team has been supporting Hayley with everything from diary and appointment management to event planning, helping her stay organised and focused while continuing to deliver outstanding service to her clients.



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### **Business Owner Alert**

Self-employed? Are you ready for going digital with your bookkeeping?

Did you know HMRC's Making Tax Digital (MTD) rules are expanding? If you're self-employed with an income above £50,000, you'll soon be required to keep digital records, use approved software and submit quarterly returns.

That means no more relying on paper files and spreadsheets. Everything needs to be accurate, digital, and well organised.

The Good News? My Elite PA can take this off your hands.

We already support clients with digital bookkeeping, ensuring records are kept up to date and accounts stay fully compliant.

If bookkeeping is taking up too much of your time (or keeping you awake at night), let us handle it for you so you can focus on running and growing your business.



#### Let's Talk About Your Business Needs

Running a business doesn't have to mean doing everything yourself. A quick **discovery call** with our team is the easiest way to explore how My Elite PA can lighten your workload, free up your time, and give you the headspace to focus on growth.

There's no obligation — just an open conversation about your challenges and how we can support you.

[Book a Call](#)

Your success is our mission. Let's transform your potential together.

