the daily desk

VIRTUAL BUSINESS SUPPORT

Hi, it's so nice to meet you! I support business owners by managing the admin, systems and day-to-day tasks that keep everything running smoothly.

From inbox and calendar management to data entry, customer service and marketing support, I take care of the details so you can focus on growth and big-picture strategy.

I create structure, clarity and breathing room - helping your business bloom. I bring reliability, organisation and proactive support to your business - helping you save time, reduce overwhelm and operate more efficiently.

When you partner with me, you gain a trusted right-hand who is genuinely invested in helping your business thrive.

Hi, I'm Mikeala

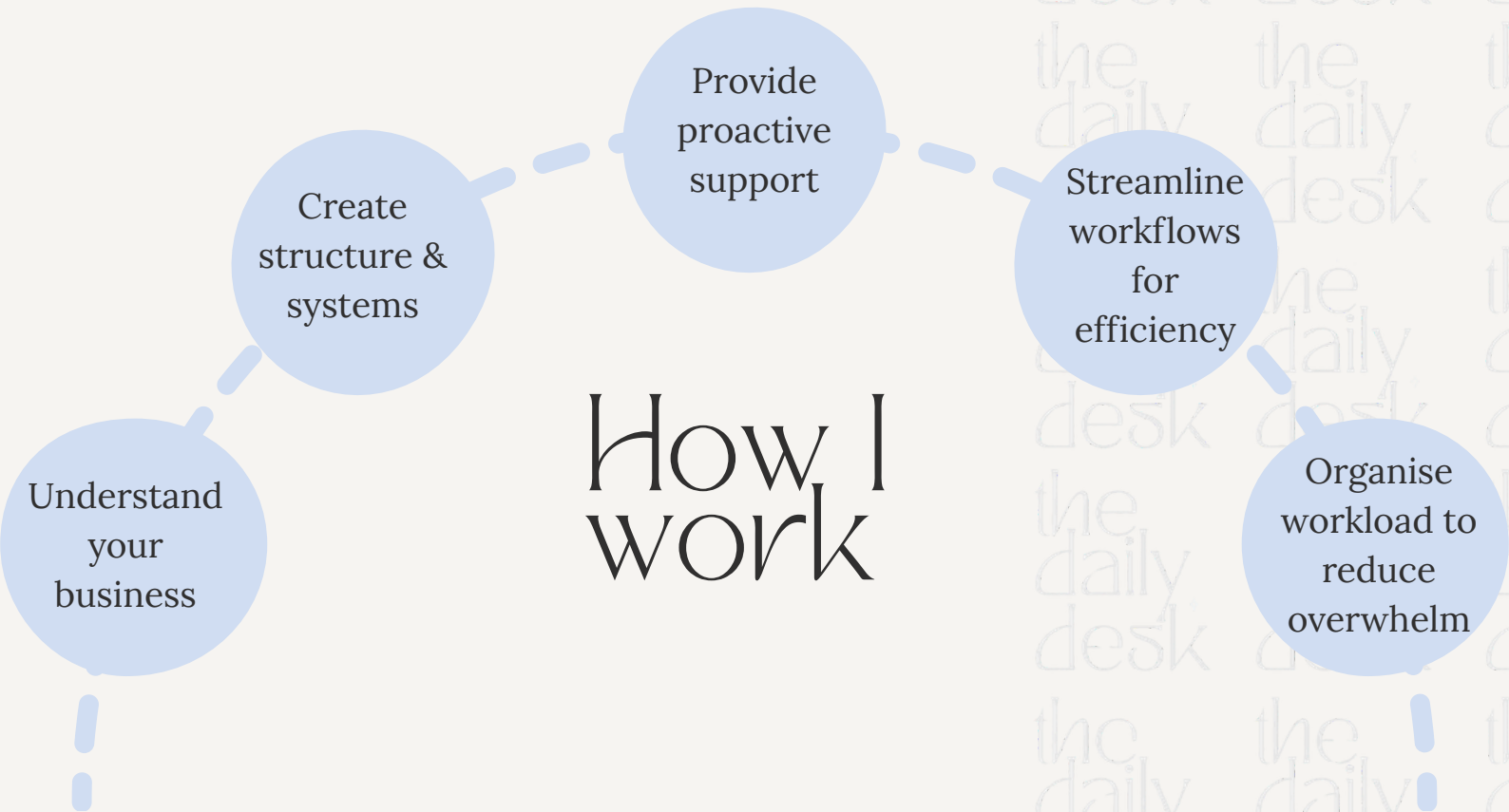


What I do

- Inbox management
- Systems/Processes
- Data entry
- Customer support
- Marketing
- Tailored Packages

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How I work



2026 Service & Price Guide

THE NOTEPAD

A helping hand for the essentials.

- 5 hours of support per month
- Check-in calls when needed

STARTING AT $300 per month

THE PLANNER

Steady support to keep things moving.

- 20 hours of support per month
- Check-in calls when needed

STARTING AT $1,200 per month

THE DESK

For the busy business owner who wants a true right hand.

- 40 hours of support per month
- Check-in calls when needed
- Priority support

STARTING AT $2,400 per month

Every package is fully flexible. Use your hours on whatever matters most each month, including:

- Social media management & content
- Marketing support
- Graphic design (Canva)
- Calendar & scheduling
- Email & inbox management
- General admin & organisation
- Client communications
- Newsletters, CRM & project coordination

NOT SURE WHICH PACKAGE IS RIGHT FOR YOU?

Book a free discovery call and we'll find the right fit together.

All packages are billed monthly at $60/hour. Custom packages available on request.

Get in touch today

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est 2025