



PROTECTION ATTENTION COORDINATION TRANSPARENCY

The Monthly Session

Monthly Live Advice Session

December 21, 2021

With Host Mark McKenna Little

Get the advice you're paying for in The Advisor P.A.C.T. Monthly Program™.

“Contact Us” with *every* issue you're struggling with



Mark McKenna Little

Mark McKenna Little | Founder/Creator | The Mark of Mastery™ For Financial Advisors

www.TheMarkOfMastery.com

<https://themarkofmastery.com/>

Send a voice message
to Mark McKenna Little

What's your issue today?
If you could ask just 1 question, what would it
be? Your Biggest Struggle?

Is your microphone ready?

 Start recording

1 Record - 2 Listen - 3 Send

Explain your biggest
problem or obstacle
and I'll give you my
advice based on
what I've done in
your situation

Question

What software or browser extensions do you use to help you exceed Ideal Clients' expectations?

OneTab: Browser Utility

Loom: Video App

Willo: Streamline interviewing for an Administrative Manager

Evernote: Organize all your information for fast access on any of your devices

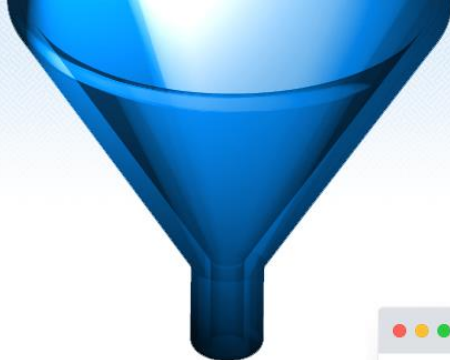
Slack: Team communication tool

Tool I use

OneTab

**Utility when too many tabs are open on Chrome or Firefox browsers
Helps free-up system resources prior to online meetings**

www.one-tab.com



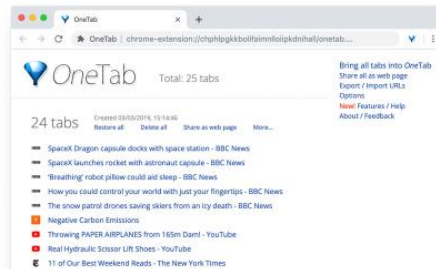
OneTab™

Save up to 95% memory and
reduce tab clutter in Google Chrome

OneTab is also available for [Firefox](#), [Edge](#) and [Safari](#)



Before: 1981 MB memory used



After: only 99 MB memory used

95%
memory reduction

[Add OneTab now](#)

No sign up or registration required

How it works

www.one-tab.com

When your tabs are in the *OneTab* list, you will save up to 95% of memory because you will have reduced the number of tabs open in Google Chrome.

Tool I use

Loom Video App

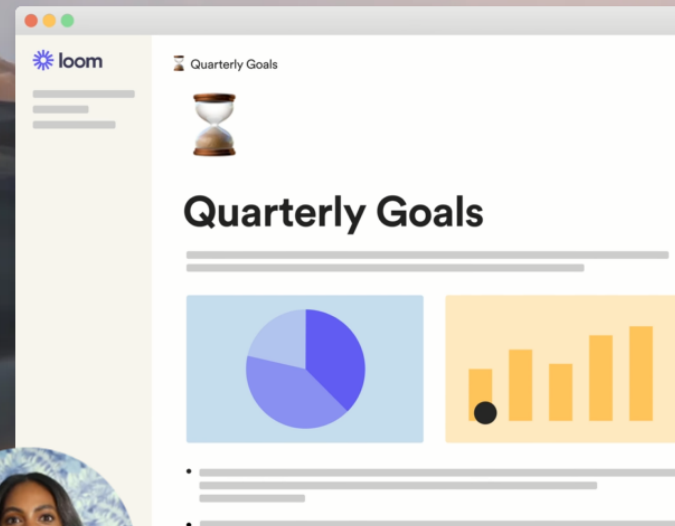
www.loom.com

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www.Loom.com

Instantly ready to share and watch – at home, in the office,

Tool I use

Willo

Streamline interviewing for an Administrative Manager

www.willo.video

Willo.video Screening Questions

1. Share a time when your **leadership** on a project made a significant difference to the outcome.
2. How will past co-workers describe your **attention to detail**?
3. Describe a project where you were juggling an unreasonable number of Action Items. How did you **prioritize** your work to get it all done on time?

Review responses in your leisure & follow up only with those who impress you.

After 3 Weeks, If *Not Enough* Candidates

1. UpWork.com
2. CraigsList (NYC, L.A., D/FW, Chicago, Houston)
3. ZipRecruiter.com
4. Indeed.com
5. International Association of Administrative Professionals (IAAP)
6. AdministrationJobs.com
7. RobertHalf (Their Admin Support Section)

Job Boards are *OK* if need *MORE* Admin Support Candidates

Tool I use

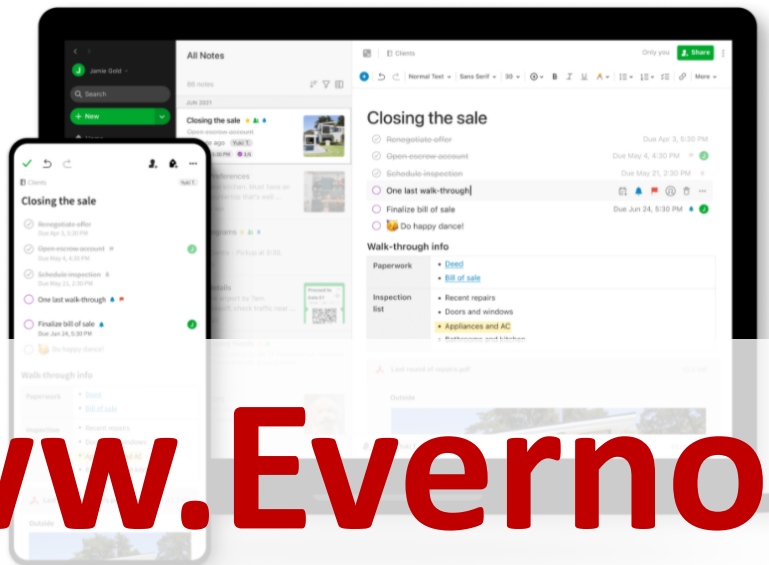
Evernote

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fast access on any of your devices**

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REMEMBER EVERYTHING

Make notes more useful by adding text, images, audio, scans, PDFs, and documents.

TURN TO-DO INTO DONE

Bring your notes, tasks, and schedules together to get things done more easily.

FIND THINGS FAST

Take what you need, wherever you are, with our powerful mobile app.

www.Evernote.com

Tool I use

Slack

Communication Tool For Your Deliverables Team

[www.Slack.com](https://www.slack.com)

Slack named a leader in new IDC MarketScape report. [Check out the analysis](#) →



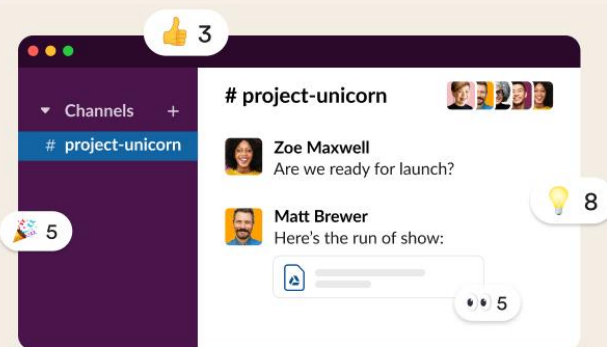
Slack is your digital HQ

Transform the way you work with one place for everyone and everything you need to get stuff done.

TRY FOR FREE



SIGN UP WITH GOOGLE



FOX

lonely planet

intuit



CARVANA

kiva



DevaCurl

www.Slack.com

Now is your moment to build a better tomorrow

We've built the future. Now it's time to decide what it will be.

WATCH VIDEO



*Encouraging Subject Matter Experts To **Collaborate** on Slack*

- ✓ Create Slack “Channels” for **every** client progress meeting scheduled for the next 60 days
- ✓ Have Administrative Manager invite all of your SMEs to **begin proposing** The Highest Priority Conversation™
- ✓ As Trusted Advisor, **monitor the conversation** and pose stimulating questions or comments to encourage even better ideas
- ✓ Remind SMEs of **expectations** this client has shared

Never Forget

- ✓ Technology only represents “Cool Tools”
- ✓ Your apps, tools, & cool tools are NOT client deliverables. Clients value YOU & your team.
- ✓ You and your SMEs are the deliverables
- ✓ Your advice, guidance and proactiveness is what clients value
- ✓ Clients will only ask YOU, “what should I do?”

You are here: [Home](#) / [Contact Us](#)

Contact Us

Here are your best options to gain a timely response from our team.

For Current Clients Only:

[Click Here to Leave a Voice Message for Mark](#) if you require his advice and he will provide a voice response (delivered to your inbox).

Often preferable over email, especially if the question (or answer) requires detailed explanation.

For Anyone (clients or non-clients):

[Click Here to Book a 1-On-1 Meeting with Mark](#) at \$8.33/minute (book 20, 40 or 60 minutes).

Ideal for financial advisors who want advice on a particular issue without joining a monthly coaching program.

For all other inquiries, questions and support requests, please use the form below:

Email is our primary communication method, however **we may try to contact you by phone** if the

News

[Holiday Closure - February 21, 2022](#)

Feb 21, 2021

[Holiday Closure - January 17, 2022](#)

Oct 17, 2021

[More news...](#)

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