

*Grace McMillan*

... on why you should get Smartsheet.

Thank you for letting me talk about my favorite business solution!

Grace McMillan  
Administrative Business Consulting





Let me tell you a story about

*The 1000 Receipts*

Solution: Paper Receipts form

Administrative Systems  
Crew Scheduling  
Financial Tracking  
Fleet Management  
Human Resources  
License Management  
Project Management  
OSHA Safety Logs  
Productivity & KPIs  
Workflow Automation

Analytics  
Automations and Notifications  
Customer Satisfaction Ratings  
Dashboards  
Data-Driven Decisions  
Job Insights and Visibility  
Performance Metrics  
Real-Time Field Updates  
SOPs  
Training

*Organize the Chaos*

Administrative Business Consulting



# I promise ...

... to offer proven business solutions that are designed to deliver measurable results that will significantly impact your business operations.

**1. You will save time.**

Streamline processes to maximize efficiency.

**2. You will cut costs.**

Optimize resources to reduce expenses.

**3. You will boost efficiency and productivity.**

Implement innovative solutions for better performance.

... if you use it well.

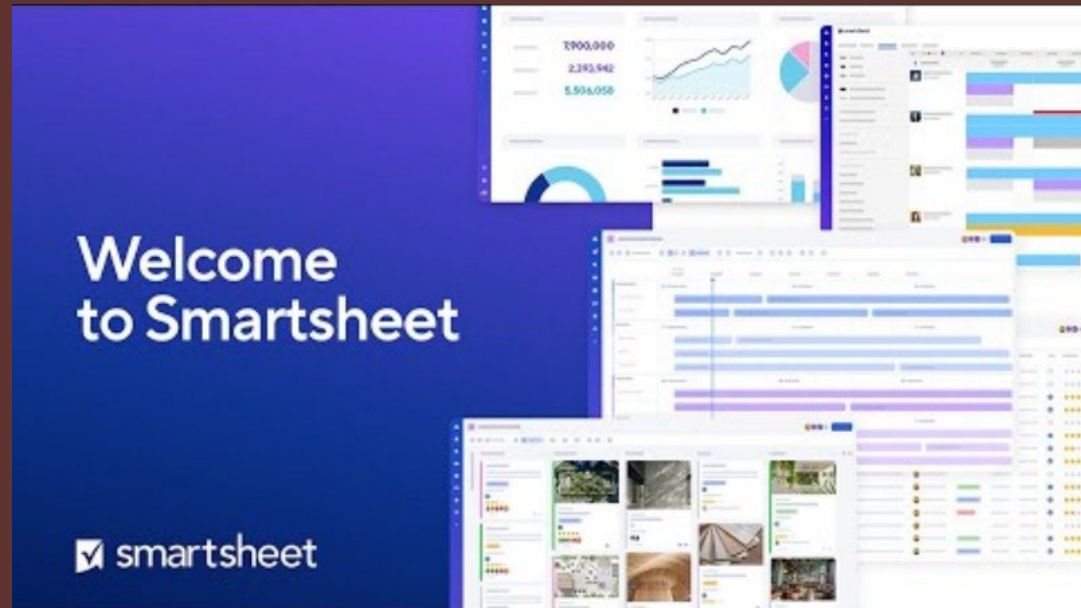
*Master the mysteries of admin*

Administrative Business Consulting  
is my strategy.

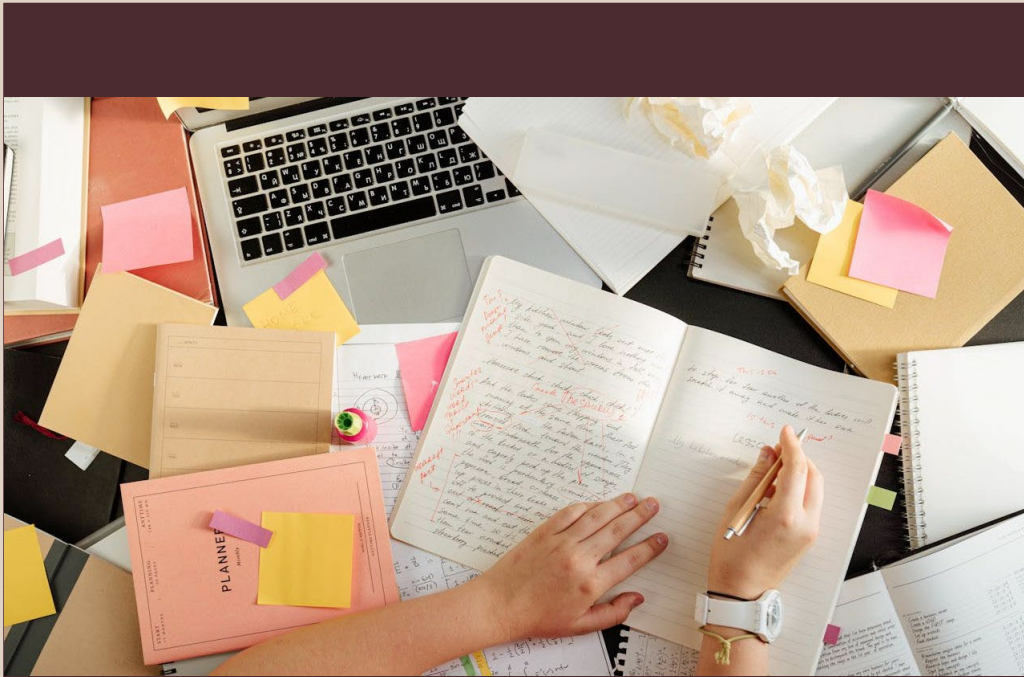
Smartsheet is my solution.

# Smartsheet delivers

- Team Collaboration
- Automations and Notifications
- Dashboard Reporting
- Data Management Analysis
- Project Tracking
- Account Administration
- Departmental SOPs and KPIs
- Digital Asset Management
- HR Processes
- Document Generation with Adobe forms
- Advanced Work Management
- Work Insights
- Formulas and Functions



[Play 1:30 video](#)



*Pay attention to admin*

Many businesses struggle with administrative challenges:

- Outdated processes
- Disorganized paperwork
- Time mismanagement

This makes it difficult to stay competitive in the market.

*Isn't it time to pay attention to admin?*

*How does*

**50%**

improved collaboration sound?

# *From Desk to Done*

1. If the goal for your business model is a well-oiled machine that brings order out of chaos, pay attention to admin.
2. Go ahead and estimate the time and energy currently expended on inefficiencies, miscommunication, and outdated or missing processes.
3. Now imagine the very practical reality of a productive, collaborative workforce using the tools and resources that make their jobs easier, faster and better.

*And then ...*

## **Make the Move to Smartsheet**

- Excellent administration is a strategic, brilliantly executed master plan that is built on the efficient structure of a myriad of daily practical decisions built into every fiber of your business.
- Smartsheet coupled with a good administrator will make a multi-faceted, difficult job with a thousand moving parts so streamlined and efficient that it rarely draws attention. If you never have to worry about operational admin, that's a good thing; it means everything is quietly humming along as it should, with all parts moving in perfect synchronization.
- Your company can consistently operate at peak efficiency and be the benchmark of the service standard and cost savings you are dreaming of today.

*I'm a  
Smartsheet Dweeb*

I like finding solutions and building processes. It's the favorite part of my job because I love efficiency coupled with simple practicality. Many times, simple solutions are just a Smartsheet away.



# Buy licenses directly from Smartsheet.com

30-day free trial period – try it for free

<b>Business Plan</b>	<b>Features</b>	<b>More Features</b>	<b>Best for</b>
\$19 per member/month	Unlimited Free Viewers	Unlimited Free Guests	Small businesses or startups
Billed yearly	Gantt, Table, Board, Calendar views	+ Timeline view	Growing businesses needing scalability
3+ members	Rich formulas	Admin capabilities	Businesses looking to align their people, projects and programs
Branded with your logo	Unlimited Automations	1 TB attachment storage	Businesses wanting to track, share and manage projects

# About Grace

As an **Administrative Business Consultant** specializing in operational process development and implementation, Grace helps businesses drowning in paperwork to build collaborative systems that help teams manage workflows, automate tasks, track and report on project progress -- all while keeping everyone informed with real-time dashboard reporting.

## Professional Profile

**3 years as Chief Operating Officer**

*Integrated HVAC in Edmond, OK*

**15 years of state service**

*House of Representatives, State Senate, Office of the Governor, ODOT*

# How it works



- You show us how your business runs: current processes and spreadsheets, admin management, etc., and we build your system with a custom plan designed for your business. We provide simple, no fluff training so everyone can use it, and do "quick wins" to start so that your team is up and running in a short time.

– OR –

- You choose from our pre-built Smartsheet templates so you can start entering data the same day – and let us know when you're ready for additional customization.



When it's time to implement proven business strategies ...

email [Grace@getsmartsheet.com](mailto:Grace@getsmartsheet.com)