

# LIMITLESS Coaching Call Transcript

JUNE 12<sup>TH</sup>, 2023

OPTIMIZING OPERATIONS TO BUILD A HYPER-EFFICIENT FIRM

WEBVTT

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That Lun video in the in the workforce step, so that hey?

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When Kate comes on board our new hire that's starting this week when she comes on board, and we want her to know how to do something.

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She can just click the link to the loom video that's in the workflow step.

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And right there is is her training process, those 2 tools in of themselves.

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Your Crm. And utilizing room is a great way to begin building your opts. You're not gonna do this overnight.

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It's not gonna be done in a week, or a month, or even 6 months.

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But she's going away at it is what gives you that opportunity to again say it a number of times to institutionalize the knowledge that you have in in the way in which you do your your firm.

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Again, this is a ready fire. Aim! Approach. This is something where you execute on the vision, on the intention that you have, and you measure progress, and then you read, you know you reign reengage ready, fire, right execute, and then evaluate.

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So it's not perfection. It's not going to be perfect. On the first time.

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Just ask yourself a question, what needs to be done differently in order to solve for that?

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Again. We've got resources within, limitless. Within the library there.

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I wanna make sure that I have that we have a couple of questions here that I get, that I have time to go through all of those oops and get a little



help myself a little bit here and let me make sure that I get through questions here.

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So, starting from the bottom how do you keep up with new tech software without getting distracted by the shiny new toy?

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I have heard of my new tech here, limitless than anywhere else.

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Good question. Paul.

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Kind of like the news. I don't look forward unless I have a problem, or unless I need it, to get information.

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So it kind of comes down to one of those periodic things that we'll look at.

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I won't look for a tech solution unless we've identified a problem so many times.

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I think advisors buy tech looking for a problem when it should be the other way around, identify the problem and then find tech as a solution to that problem.

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So kind of back. What I mentioned earlier. Take inventory of the way in which you're doing things and ask yourself, is there a better mouse trap that's built out there that can save me time?

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While at the same time providing a better client experience right client, better experience, and client service, if you can.

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If you so right, what am I solving for in service?

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Of what end of the cost of what? So if you start with, what am I solving for?

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That can be the guide to help you figure out what is the next piece?

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What kind of tech can I use for doing that as far as where to find that tech again?

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I go back, to the kitchens heap. That's a good starting point.



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Ask advisors and limitless what we're using.

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Other cohorts. LinkedIn. There's post questions out there, Fin Twitter depending on where?

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Where you compartmentalize some of your social media time there's a couple of different way, a couple of places that you can, that you can look.

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Let's see thoughts about managing client. I'm not sure which border they're going in here, but.

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Oh, sorry! Someone's approving them thoughts about managing client tasks and firm project tasks in separate systems.

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I have struggled, having different types of tasks in different systems.

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So Sarah. Good question. We just drew the line that if it's client service related, it's in the business it's in retail if it's on the business, it's in Asana, we the reason we do that is because we have probably half a dozen different vendors that I work

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with on client or on a project firm, related issues that are not client-specific, and I don't want some I don't want those individuals having access to client data.

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So that's why we keep a for that, because it's easy to add third-party contractors be an email address to a specific project.

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And then, when they're done, I can kick them out and just do it easy that way.

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So that's why I like having to having 2 separate systems, and then everything that is client related is directly inside of Red Tail in the Crm so hopefully that answers your question a little bit more.

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Yeah.

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Hey! Hey, Adam! What about when? Like the tasks that clients themselves need to complete?

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And therefore need to be incessantly reminded of.

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Everything goes any money as of now. Our current status is, everything goes.

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Any money we have thought about using something like nudge KNUD GE.

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No, the founders of that of that Dave and Sean.

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Now the founders of that company. Well, they've done a phenomenal job with that we currently just use e-money.

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I've thought about doing Asana boards and things like that.

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I know, talk to 10 different advisors, get 11 different theories and opinions on how impact, what is what I think we have found with red Tail.

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Excuse me with Emani is the same thing would be appl applicable if we use Asana Trello Monday, click it.

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You'll have some clients at love it, and you have other clients that it doesn't matter what platform you use.

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They're just not gonna play ball. And so we we track that in.

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So for us, we've made the decision that e-money as a now serves as that parking lot for the client tasks.

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And then, as we're providing clients services, we're doing plan updates, we can go in there and use that as a follow-up to determine having any progress on it, do we need to follow up.

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Do me help with anything, etc.

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So!

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Do you share files a solution for clients to upload documents?

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Yes, that is the only solution that we use. Can a toolbar be added to a website for client access? Kevin?



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I'm not sure what you mean by Toolbar. We do have a client login or a client corner, if you will, on our website, where, when clients think we do?

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Yeah. Clients. Yeah, secure file transfer.

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If you go to integrated pdwm.com, client, login, secure file transfer that takes you directly to our share. File.

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We have a dedicated clients user for share file, so that clients don't send files to me.

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Clients don't send files to John. They don't send files to John.

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They don't send files to Kathy. They send files to clients that one user in share file, that his clients and we all see that information.

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We all have access to that user, that ensures that the left hand iss what the right hand is doing in the firm, so that a client doesn't send something that Kathy's waiting.

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But they send me email to John's inbox.

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And now Kathy can't get it, because it's in John's share file folder.

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So, clients. That's again a one of the many, many, many, many benefits of utilizing a client.

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Central inbox for email communications, because the benefit of doing that is unlimited.

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Clients, service, app, firm name, or clients at firm name.

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That can be the username for share file and for acuity and for I don't know half a dozen other pieces.

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Of when we use that in that we all as user, as firm owners.

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As as firm team members. We all have access to that username.



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Let's see here.

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Have you added anything to tech stack in the past year?

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I'll setetch youpt. Should I just realize that we're over on time, aren't we?

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You're okay. Autumn. We have lunch now, so we can answer these questions.

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Okay. Okay. Have you edited anything? Your tech stack in the past year outside of Chat Gpt.

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To help with either the customer experience or firm efficiency jat form is something that we've used because of its security to help to help gather some information, so that Kathy can seamlessly populate financial plan engagements and like we combined our financial plan engagement and

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Investment Management Agreement into one document. And so we use dot form as a way to help gather that information also for our mid.

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Our beginning of the year goal setting and mid year client goal review appointments.

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We built jot form to help systematically gather some of that data by sending out Java form links to clients.

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I'm toying and looking at, using fireflies as an auto-not taker.

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I've seen a couple of fathom participants here in limitless.

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So seems like some other people are using some note taking services within their zoom as a way to gather an organize conversations from Zoom.

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Fireflies, has similar capabilities way too early for me to give an opinion or a verdict on the efficiency on that end.

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I'm trying to think if there's anything else that we are using.

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Scrolling through my other monitor here, I think that's it. Not really.



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We haven't changed a whole lot.

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Please explain how you use Asana or travel. How does it save time and add value?

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Well, Kevin, as far as adding value, is nothing client facing it's it's a way for us to collaborate independently.

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So like I've managed the 2020, 20 podcast in Asana.

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Once I'm done recording an episode, and I paying my producer and I assigned the due date of that episode.

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I never touched that episode again, so he now knows, by virtue of the due date and the order of the episodes that I've dragged where the episode, when it gets released and the show notes are in there, and everything like that same thing from a content standpoint it's where I organize my

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thoughts for writing our plan, life on purpose, Newsletter, that I send out on a monthly basis so I've got different sections for the different sections of the Newsletter in Asana.

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So I don't know that necessarily I mean, yeah, I'm sure it does save me time.

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If anything it saves insanity. It gives me a place to dump all my ideas, because, in the absence of that, if you have to keep all that in your head like, that's an incredibly inefficient use and stressful way to try and keep all your information straight so Asana your

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Crm, it's what allows me to peace of mind to know that I don't have to remember everything.

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It just goes into a system, and then I can take very easily the next person that's going to be working on that project, whether it's someone on my team or my podcast.

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Producer, or my webinar designer, or my virtual assistant in the Philippines.

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That's working on a couple of projects for me right now.



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Like. That's the knowledge transfer that exists when you're using a tool like assign or Trello to help source that so does that answer your question? Or is there?

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If you have any additional thoughts, questions behind that, feel free to unmute and ask.

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No, I think so. I just. I've heard of it, but I never understood exactly what it does, and so just wanted to get to where that value to the practice is.

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Yeah, it's project management tool. It's a it gets everything out of here and allows you to get that information down to the team.

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Yup, Jon is a fault to my last question.

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Thank you.

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Is there anything you removed from your tech tech stack in the past year that you realized wasn't adding value.

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Good question.

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I don't think so.

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Trying to think of our I don't think so. I think it's pretty.

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It's been pretty dialed in for a while, which I like, but I don't like, because I'm like, we'd be doing better right which is why we're looking at things like Firefly as a way to better capture and save time.

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Right if we if we can get that to a point and systematize the process, change the system away and a little bit more, so that we can get rid of dictation where we have to.

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If there's anybody on here from Mobile Assistant my apologies but changing landscape is, if we don't have to pick up our phone and dictate and then wait for a dictation and spend that time doing it.

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If fireflies can do that for us and create a summary.



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Fred is the moniker, the avatar inside of fireflies, that is the Chat Gpt integration.

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So, whenever whenever a note comes in from fireflies, I can ask Fred fire, Fred, please provide me a meeting summary of this meeting.

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Along with all action items from everybody that was in attendance, and I typed that right.

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And of course you know me. That'll soon be a text expander.

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Because why type? The same thing over and over again I could use a Texas banner to do it.

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And so when that happens, then in about 30 Si get the meeting summary.

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So what we're testing is is firefly is going to be smart enough to not miss any action items.

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So we're working on a way in which we can kind of how do we quality assurance? How do we?

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Qq. See that process in a relatively time. Efficient manner.

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Stay tuned, I'll let you know. Let's see, I've been trying to keep an eye on chat, and I think there's been a couple of questions.

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Adam. Jeff. Jeff has a question.

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Yeah. Go ahead. Joe.

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So, Adam, you you had talked for a little while about dumping your full planning software and swap it over to elements.

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Where? Where are you? Add on that.

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Love elements. It wasn't ready for maintime or for mainstream.

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So we are making that as an offering inside of the 2020 money membership, so elements to their credit says it's not financial planning.

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Software. It's financial monitoring, software, semantics.

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I don't know marketing so, but what we found is that.

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Maybe we are wrong in this, but it's the decision that we made at this point is that there's still value in the work and the value and I think maybe you can take a victory lap here, Jeff, because this was a Pdf a point of discussion that we had when I

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first made that announcement that we found that we were missing some value in the actual nuts and bolts, and or the actual IP that what am I trying to say?

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The data that traditional financial planning software can compute and present to us.

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Marshall us, not necessarily through the client, but more so to us, was missing, and so we're looking at elements, as essentially we're branding it copilot in.

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It's either co-pilot or guided independence. I'm not sure which branding we're going to go with.

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Inside of the 2020 money membership. But if you want the guided independence, slash, co-pilot relationship, you'll get access to the elements monitoring app as part of your membership in 2020.

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Yeah, I think. And that's kind of where I ended on.

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It, too, was like I was not ready to let go of that grudge of the full planning software.

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Yeah.

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But I'm interested in it, even though I do see like a couple of drawbacks, and how they calculate some stuff.

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But yeah, so thanks. I appreciate it.



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Yeah, yeah. And the last point that that we found as we got into it, a little bit more was come back to the question about task management follow-up, like we.

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That was, that was while it's clunky, and it's certainly not perfect.

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That was an important piece of utilizing e-money, was putting notes that you know.

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This is what we asked client to do. This is what they're going to work on, whether we're the one crossing enough down the line of the client is one crossing off down the line.

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We want some place for client. Follow tasks to live, and e-money didn't, or excuse me.

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Elements doesn't have that at all right now. So that meant okay, so we're gonna do Asana and build out client boards.

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Are we gonna do nudge, and add another piece of tech, and it's like scroll.

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Just work with what we have right now.

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Okay. Adam, Michelle has a question, and then Rosario, and then we'll probably wrap after those 2.

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Okay.

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And let's see see any I missed.

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Sounds good.

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And I raise my hand for Methews. Question on the security of otter and fireflies and all these, how do you get comfortable with using this?

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So Otter, and this is a a credit to Tiffany and Jared.

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They started to do a lot of due diligence in Ottawa, wasn't willing to answer their very basic questions about how they protect client



information and the aggregation of that data, so that did not meet their tests so that's why we're not using either either

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fireflies has been pretty transparent in that.

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The way I look at it, and maybe this is the wrong way to think about it.

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We're using dictation software already with with mobile assistant.

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We've been using that for years. It's another human being.

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Listening to notes that we're dictating about clients, and that information.

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Hi I don't know why I just the data is out there.

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The notes and the information that we're taking is I don't know why I feel better about a bot getting it than hearing. It's not that I don't feel comfortable with mobile assistant taking those notes I mean, we've been using them for a better part of 4 years.

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But the data is in red tail. The data's in Orion.

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The data's in Td, the data's in, like the incredible digital footprint that everybody already has.

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Maybe this is just me surrendering and waving the white flag.

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But nothing's private.

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So, yeah, maybe not. The best thing to say. But I, to the extent that we've been able to go through the security policy with fireflies.

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It checks a little bit of a better box in what odor than what honor was.

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Alright! Was there one more?

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Yes. Let's see, Rosario had one. How let's see.

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Oh, Rizario and Darren. Okay, did I think?

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You answered, how do you something about hybrid? A virtual assistant overseas? And then, Darren, how do you use Evernote, compared to Asana?

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Oh, I'm assuming there's a word missing.

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What was the part of the virtual assistant overseas?

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Maybe. How do you feel about hiring a virtual assistant overseas?

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Yeah, how do you feel about that?

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Great.

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Great.

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Other. You go. How do you go about it? You know, especially about, you know, security. All that stuff.

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They're not working on anything. Client related. It's all on the firm.

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So they so one of the last projects that they were working on there's some legislation that's floating around different State legislators.

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There's some legislation floating around different State legislatures around optometrist being able to practice the full scope of their license, and whether they can even call themselves doctors, it just got shot down in florida so I had her go and research, which states are doing

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that work and find me the bill numbers and the contact information for each different legislature and build me an email campaign.

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Now she, I don't know if she did, or if I use chat to build the email campaign.

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But she got all the information it's things like that that that I'm using perfect.

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It's nothing client related.



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And how do you find somebody? How do you find somebody?

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That is, you know, will understand what we do.

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Well, she didn't need to know. We do for something like that.

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So that's a very clear. This is so.

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I'll give a tool outside of limitless that that has been phenomenal as it pertains to outlining the scope of the work that you're doing for a project.

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And then hiring the person for that project. It's Dan Sullivan, founder, strategic Coach.

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Just go to strategic coach and download the impact filter.

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The impact filter. I keep a copy of them right here.

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They are, standard operating procedure for me. Anything that I have that I need to get down on paper and create the scope of work.

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I can do an impact filter in 15 min, and that gives whoever I'm hiring whoever I'm outsourcing that to a great great visualization of what I'm solving for, how I define success resources to use what the ideal outcome is why we're doing this the

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worst result, etc. So yeah, as it pertains to that specific person that I'm using over in the Philippines, it's very easy.

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It's like they don't need to know the financial service business.

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It's incumbent upon me to do a good job of delegating the project, and how I define success in the project.

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Does that make sense?

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Okay.



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Yes, thank you. And so you mentioned dance all over, and this is a process.

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Dan Sullivan created something called the impact filter. It's one of his tools that he uses inside of strategic coach he's very protective about his IP.

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So I wanna make sure, especially in a recorded line, that I'm giving full facing credit.

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And it is his tool. Property of strategic coach.

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But the only way that you can get that is by is by going to the strategic goat website.

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And downloading it from there. That is not something that we can put inside of limitless library.

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That's not something that we will email out to you.

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That is exclusive content of strategic coach.

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Let's see here.

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Okay, let's just answer Kevin's real quick dictating into word.

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What am I missing? Not using a digitalation service? And then we'll wrap up.

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Probably nothing, probably nothing as long, I mean, you know, a lot of it's been a while since we've used education service like we're like, we're to try and oop.

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Yes.

00:44:03.000 --> 00:44:05.000

Can you hear me? My air pods have been going all day, and I've got done.

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I'm at that point of cycling back and forth between left and right.

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So let me make sure that I still have a charge. There we go.

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Okay word. Not being able to like in the beginning, when I was doing that, I would find that we were spending just as much time cleaning up a dictation like I would dictate it, and then have to spend time cleaning up the word document, and I didn't want to do that i'd rather just

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dictate it and have someone else make sure that 40.

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One K was done correctly, or that you know the different.

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A financial verbiage and nomenclature that we use.

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That word would actually understand that. So maybe that dictation has come a long way since then, as it relates to what we have now with AI.

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I like the idea of not just utilizing notes, but being able to summarize and create very succinct action items based off of those notes so it's gonna be a long process to figure out how we can use the combination of chat and something like fireflies whether

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it's fireflies, or some other substitute, or some other, because in an ideal situation, and this is where integrations and having someone that understands integrations, work and ideal situation with the technology that exists, you would have meeting notes automatically be summarized after a client conversation by something

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like chat integrated with fireflies. Then through a zap, through Zapier, automatically connect that client appointment that was booked through acuity, which has a specific account appointment.

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Id where an action item came in. As a result of that appointment which was connected to a client contact record.

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Then you would have the action items created as tasks within the Crm that that entire loop would close.

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Is it possible? Yes, how accurate is the data going to be?

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Stay tuned. That's what we're solving for.

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Because now that removes coffee from having to wait for notes that removes John from having to dictate notes that read moves tapping from having to clean up notes and have action items go into the Crm where now, as a team Cathy John Kate.

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They can just do the work instead of having to gather the data and do the and get the tasks into the Crm.

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If the tasks automatically showed up. That's the end goal that we're solving for.

