

## ■ Project 3: Administrative & Virtual Assistance

**Title:** Email management and document organization

**Description:**

A freelance professional was overwhelmed by the number of emails he received and needed better organization. I sorted and categorized emails (clients, suppliers, urgent, to-do). I set up a shared folder with neatly organized important documents. I created a simple weekly task tracking sheet.

**Result:**

- Reduced stress from email overload
- Clear organization of documents
- Improved productivity and time management