

# Agency Growth & Upgrades

- [Todos](#)

# Todos

## Branding

- Agency Name
- Buy a domain
- Agency Logo
- Website design and deploy (point of contact)
- Social media presence (without overdoing anything)
  - LinkedIn (it's a maybe)
  - Facebook
  - Instagram

## Systems

- Project planning documentations and templates
- Job and invoice tracker (internal software)
- Project management portal
- Cold calling and cold outreach planning/message templates
- Client CRM (built inside the job tracker)
- Worker Profile Management (built inside the job tracker)

## Product Goals

- Convert **Job tracker** internal app into a production SaaS project
- Hotel Management portal (Qamar's idea)
- Lead magnet automation system

## Marketplace Presence

- Upwork (Personal)
- Upwork (Agency)
- Freelancer.com
- Kwork.com
- TopTal

People Per Hour

botmer.io

micro1.ai

huzzle.com