

How to Hire and Work with a Virtual Assistant

Checklist

- I thoroughly understand what a VA is – and isn't
- I understand she is an independent contractor and business owner, much like myself
- I realize she may have many clients, and that her services won't be exclusive
- I have analyzed my business and determined that hiring a VA is the best choice for me and my business goals right now
- I know the number of hours per month I need/can afford right now from my new VA:
 - 5 hours
 - 6 hours
 - 10 hours
 - 2 days
 - 3 days
 - Other _____
- A monthly budgetary sum I can commit to my VA right now is \$ _____
- I need a VA who specializes in:
 - General business administration
 - Autoresponder and shopping cart set up and maintenance
 - Autoresponder and Email set up and maintenance

- Bookkeeping
- Media set up, creation, troubleshooting and maintenance
 - Webinar
 - Podcasting
 - Video
- WordPress set up and maintenance
- Web Design
- Content Creation
- Other _____
- I understand she may outsource part or all of my project to her own VAs or other freelance contractors
- I have determined:
 - Which tasks I need her to do
 - My immediate goal in hiring her_____
- How she will save me:
 - Time
 - Money
 - Burnout
 - Aggravation

- Whether or not hiring her will be cost effective and actually increase my ROI in the long run
- My long-term goal in hiring her

- I have checked out several VAs with the specialties I want through:
 - Word-of-mouth recommendations
 - VAs among my social contacts
 - Directories
 - Fiverr
 - Other _____
- I checked each potential candidate's websites, and I have ascertained:
 - The websites reflect their professional claims
 - Which skills or industries each VA candidate specializes in
 - Whether or not each VA has package rates or blocks of time available
 - If they have any of their own products to sell
 - If their websites give client recommendations or testimonials
- I have thoroughly checked all references for each candidate
- I have ensured they have the skill sets I need them to have, and that they make up for my weaknesses

- I have made sure we are a comfortable fit, without relying on emotion alone
- I have determined:
 - If she uses the same project management system or software that I do
 - If she is willing to learn a new project management system, if she is not familiar with mine
 - If she can recommend a good project management system, if I don't have one but I am interested in setting one up
- I have provided her with a contract or she has provided me one, and we have reviewed it together and ironed out details
- I have agreed to her rates and payment system
- I am trying out my new VA on a single project, task or package first, to see how we work together
- We have decided on:
 - Communication protocols, methods and frequency
 - A delivery system
 - Other parameters:

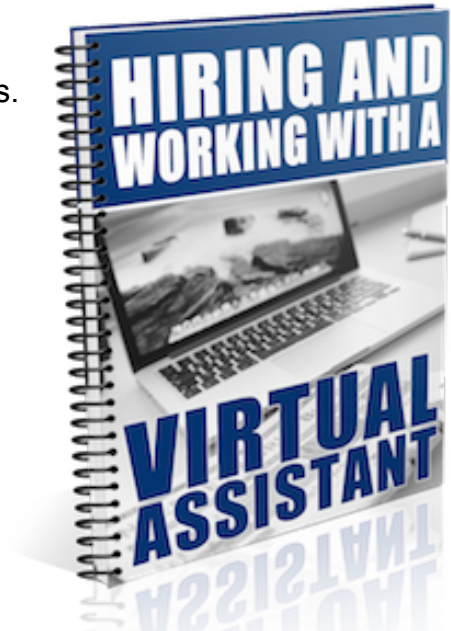
- We have clearly defined goals, tasks and parameters
- I have provided my VA with everything she needs to start and complete my first task or project

- I have made sure she has copies of relevant company documents such as style sheets, contact information, *et cetera*
- We have started a productive and mutually beneficial business relationship!

Careful Planning is the Key to Successful Outsourcing

Like any profitable business venture, outsourcing requires good planning and organization to be a success. That's why my video training "**How to Hire and Work with a Virtual Assistant**" includes:

- Understanding What a VA is – and isn't!
- Defining Why You Need a VA – and What Type to Hire
- Finding the Perfect VA – for You
- Setting Up Perfect Communication
- Avoiding VA/Client Mistakes that Brand you as a Total Newbie
- And Much More...



There's a lot of talk these days about "lifestyle design" for entrepreneurs, but I'm telling you, none of the advice you've heard will help if you don't first design your business – and that starts by delegating responsibility to capable, talented contractors. I'll show you how in this easy-to-read, all inclusive guide, including:

- How to keep an eye on your budget while still getting more done than you ever have.
- Helpful interview questions you can use to be sure you and your new contractor will get along well.
- How to keep her organized and on task – this is the key to a smooth-running business.
- How to avoid DIY syndrome and get over your need to micromanage – because learning to let go means less stress for everyone, including you!
- Find the right fit for your business – and avoid wasting time and money on the wrong people

Learn More & Get Your Copy Now at

<http://now.delegatedtodone.com/virtual-assistant-training/>