



So, a VA sounds like a *great* idea, but you're just not sure how to get started, or what a VA could even do for you and your business...

It's often a similar story for people I speak with. They simply LOVE the idea of being able to get rid of the **administrivia** that saps their time and bogs them down, but they just don't know where to begin.

So... let's start at the beginning...

In simple terms, working with a VA is a lot like working with a skilled EA, except that she or he is not sitting outside your office all day long, but rather, they are sitting at their desk in their own home based office ready to provide support to you.

Virtual Assistants come from a variety of business backgrounds, but most have several years experience earned in the "real" (non-virtual) business world.

Virtual Assistants can provide services billed at an hourly rate, or per project.

A VA can do as much or as little as you feel comfortable delegating.

Some Examples of Virtual Assistant Services:

- Set up, Schedule and Confirm Meetings and Appointments
- Organise your Diary/Calendar
- Create and Implement Processes and Procedures for your business operations
- Take Phone Calls/Return Phone Calls as directed
- Obtain quotes and costings
- Arrange and book Travel and Accommodation



- Track data, design spreadsheets, charts and graphs
- Database updates and management tasks
- Internet Research - business and personal
- Manage bills, pay bills, keep track of accounts receivable and payable
- Manage and organise emails
- Prepare business documents/correspondence
- Proof read documents and correspondence
- Bulk email mailouts via MailChimp or other software systems
- Set up and manage document filing system via Dropbox, Google Docs/Apps etc
- Set up Profile and Support for Facebook, LinkedIn, Twitter etc
- Coordinate website updates
- Follow up and schedule appointments with new leads
- Set up webinars
- Create Powerpoint presentations
- Create or organise simple business presentations
- Organise/source Copywriting for blog posts, website updates, articles, newsletters
- Transcribe recorded interviews, notes or meetings
- Social Media posting, monitoring and updating
- Organise and manage Events
- Keep in touch with clients/update clients with progress reports
- Coordinate and/or oversee contractors
- Source contractors as required
- Personal tasks such as sending flowers, purchasing gifts etc