HOW TO SUCCESSFULLY HIRE A
VIRTUAL ASSISTANT

by: The Virtual Assistant Store

How to Hire A Virtual Assistant 101:
A 5 Step Guide To Delegating (Tedious) Tasks and Using Your Time Efficiently in Business

IDENTIFY YOUR NEEDS

Make Your List

- What do you do every day?
- What should you be doing, but you don't have time for?
- What would you do for your business if time or money were no object?

Make and review this list. Identify tasks that someone else can do.

These tasks are what you can delegate to your new Virtual Assistant!

DOCUMENT YOUR PROCESS

This is the Last Time You Ever Do Those Tasks Again!

This is the best part. Carefully document your process step-by-step for the tasks you want to delegate. Break it down to an easy checklist form.

You can also screen record yourself going through a typical example of the tasks, if you'd like, and narrate them to make training easier.

Do this for all of the tasks on your list. This is now the last time you ever have to do those tasks again. Congrats!

REPLACE YOURSELF

Communicating Your Vision

You have your tasks ready to delegate. You have your very own Rockstar VA from The Virtual Assistant Store ready to help.

Schedule a time to get them on-boarded and go over the tasks you want them to take on. This shouldn't take more than an hour or two.

Congrats! You now have more free time than you might expect!

FOCUS ON MORE IMPORTANT THINGS

Like Existing Clients, New Business, Family, Vacation, or...
Whatever you want really! Use your new found time on what's important.

When you sign up for any of our 10, 20, or 40 hour/week Virtual Assistant Packages, you will end up with a lot more free time!

All Packages are just $1.00 the 1st week & 100% Satisfaction Guaranteed.

When you are ready to get started and reclaim your time, make sure you contact The Virtual Assistant Store!

START TODAY FOR JUST $1.00 YOUR FIRST WEEK!:
THEVIRTUALASSISTANTSTORE.COM!

Email: Info@TheVirtualAssistantStore.com | Call/Text: 646-733-4763