

Working With Virtual Assistants



On-Line Video Course

SESSION 1: GETTING STARTED

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SESSION 1: WORKING WITH VIRTUAL ASSISTANTS

1. The Old Way?
2. The New Way?
3. Your Time
4. What Can They Do?
5. What Can't They Do?
6. Maximizing Time
7. Common Misconceptions
8. Success Stories

WORKBOOK

- Notes
 - Takeaways & To-Do's
 - Power Questions?
-

PART 1 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 2 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 3 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 4 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 5 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 6 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 7 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

PART 8 - TAKEAWAYS & TO-DO:

This section - Write down your five actionable takeaways from your answers and notes

Key Thought	Actions or To-Do Items - List Them	Rank 1-5 1 = Do 1st

Final Thoughts: _____

SESSION 1 - COMPETENCY QUESTIONS

Focus Statement:

If I had _____ more hours in a week, I could accomplish the following work and personal goals:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Complete your **SHOW** profile:

STRENGTHS	HAVE TO DO
OPPORTUNITIES	WEAKNESSES

What specific tasks or portions of tasks are in your area of weakness?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

What are the things you have to do, but hate doing?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Which of these area of weakness tasks, or tasks you hate might be good candidates for outsourcing to a virtual assistant?

Good tasks to outsource to VAs:

Examples: Log in, do data entry, proofread, create content, manage emails and lists, manage webinars, improve efficiency

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Tasks which cannot be outsourced to VAs:

Examples: Do everything, file papers, coach you, find new business, be your clone

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

What are the high impact functions for your job? That is, what are the things you do well and efficiently, or the things that you as the owner or leader must do personally?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

What are the low impact functions? That is, what are the specific “behind the scenes” tasks that someone can do more efficiently and effectively than you? Is it worth your time to do these things, or are you better off paying someone who is more efficient to do these for you?

- 1) _____ ___ Do it myself ___ Pay Someone
- 2) _____ ___ Do it myself ___ Pay Someone
- 3) _____ ___ Do it myself ___ Pay Someone
- 4) _____ ___ Do it myself ___ Pay Someone
- 5) _____ ___ Do it myself ___ Pay Someone

What are the tasks you might outsource, and what skills are required to do these?

TASKS	SKILLS NEEDED	IS THIS VA READY?

Questions to consider in hiring a VA:

- 1) What are your expectations regarding quality and timeliness?
- 2) What technical skills are needed?
- 3) Does the VA need to be familiar with technical language?
- 4) What cultural norms and conventions does the VA need to know?
- 5) Are you looking for a one-time project or on ongoing relationship?
- 6) What is a fair price point for the task you want accomplished? This is not the price per hour, but the price for the task, since it can take an efficient person less time to do the task.
- 7) Do you know how to manage and work effectively with a VA?
- 8) How will you use the time you save? Will you be able to make more money than the VA is costing you?
- 9) How can the VA make you business appear larger or more

Session 1 - CLOSING THOUGHTS?
