

# Working With Virtual Assistants



## On-Line Video Course

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### SESSION 4: VAS FOR FUN & PROFIT

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[WWW.WORKINGWITHVIRTUALASSISTANTS.COM](http://WWW.WORKINGWITHVIRTUALASSISTANTS.COM)

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# SESSION 4: WORKING WITH VIRTUAL ASSISTANTS

1. Virtual Assistants For Fun
2. Email, Scheduling, Groups
3. Virtual Assistants For Profit
4. Get More Clients
5. Webinars, Radio, Podcast
6. Customer Support
7. Make Them Partners - Rewards
8. Final Thoughts

## WORKBOOK

- Notes
  - Takeaways & To-Do's
  - Power Questions?
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# 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: \_\_\_\_\_  
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# 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: \_\_\_\_\_

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# 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: \_\_\_\_\_  
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# 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: \_\_\_\_\_

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# 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: \_\_\_\_\_  
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# 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: \_\_\_\_\_

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# 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: \_\_\_\_\_  
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# 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: \_\_\_\_\_

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# SESSION 4 - COMPETENCY QUESTIONS

Tasks & Obligations	Teams, Organizations, Groups, etc Opportunities to use a VA:		
	Group:	Group:	Group:
Calendar: Input schedules			
Communicate meetings, schedule changes, etc.			
Maintain organizational website			
Maintain organizational calendar			
Research vendors			
Schedule vendors			
Do calculations, reports and analytics			
Make phone calls			
Manage fundraising sales			
Generate publicity articles			
Do publicity placements			
Make reservations			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			

Potential VA Services	Specific Opportunities for Using a VA
<b>Emails:</b> Pre-screen, edit, file, respond to basic questions, update task list based on emails	
<b>Broadcast Emails:</b> Send broadcast emails, create and maintain autoresponder sequence	
<b>Scheduling:</b> set client appointments, speaking engagements, supplies shipments, etc.	
<b>Building Contacts:</b> Invite people to join online groups, respond to messages, monitor analytics, alert the client if his/her personal response is needed	
<b>Boosting Profit:</b> Sales, marketing and customer support, coordinate your virtual team, provide the skills you lack, manage content, support the sales funnel, manage sales and delivery, repurpose content and create derivative content	
<b>Client Acquisition:</b> Perform searches in databases, social media, chambers of commerce, etc. to develop a target list; do initial contact	
<b>Client Maintenance:</b> Process new contacts, initiate sales funnel, maintain the email and contact lists	
<b>Broadcast Support:</b> Schedule & manage guests, handle questions, handle logistics, download, upload, edit, post replay, manage post-sales, do recordings, integrate into website	
<b>Customer Support:</b> Help desk coverage, basic tech support, routine inquiries, create appearance of a larger company	
<b>Partnering:</b> Pay for client acquisition and/or upsells. Note: Need clear understanding of the terms, and ongoing training and communication.	

