

Who typically hires Virtual Assistants?

Everyone! Outsourcing to a Virtual Assistant can increase productivity, reduce costs and save you and your company time. Businesses big or small, entrepreneurs, life coaches, business coaches, speakers, writers, and consultants or just busy people can benefit.

- ✓ A large company may find using a Virtual Assistant for any secretarial work that a full-time administrative assistant can't handle, the most economical solution.
- ✓ A small business with no regular staff may need assistance in desktop publishing, such as creating brochures, newsletters, PowerPoint presentations, flyers, taking care of bulk mail, create and maintain a database, or running monthly reports.
- ✓ A busy individual may use a Virtual Assistant to help plan a special event or travel plans.
- ✓ A college student may use a Virtual Assistant for typing services and/or word processing to complete his/her research papers and reports.

You can see that there are powerful reasons for a client to consider working with a VA!

What is a virtual Assistant?

A Virtual Assistant is a contractor who works for businesses over the internet. Depending on the needs of the client, a VA works "on call", or on an agreed upon schedule. But in all cases, a virtual Assistant is "virtual", working off-site for clients who may be in the same community, another state, province or continent. Communications are done via e-mail, phone, fax, or online instant messaging. You and your VA may even coordinate via online intranets or have access to each others computer through a software connection. Virtual Assistants provide support to their clients without having to ever step foot inside the client's office. The virtual assistant takes the role of the temp and elevates it to the status of entrepreneur. When you hire a virtual assistant you get all the benefits of outsourcing coupled with the loyalty and steadiness of a company employee.

When would you use a Virtual Assistant?

Running a business can quickly become all-consuming and sooner or later, as your business grows, you often find it's impossible to do it all and have a great life. Something has to give! Fortunately, small business owners can do something about it. Business owners and entrepreneurs find that when they give work to a VA, and allows the VA to proactively support him or her in reaching their goals, time opens up for them and energy is created and available for an abundance of other things.... the things that they love and do best, and should be focusing on which may include:

- ✓ · Growing a business
- ✓ · Doing just the work he/she loves
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- ✓ Spending more time with family and friends
- ✓ · Seeking other opportunities or being able to take advantage of those already aware of
- ✓ · More life balance

Why hire a Virtual Assistant?

How about for the immediate positive changes in your life? The ability to achieve a balance in your life. The benefits are many:

- ✓ · No need to share space in a home-office, or find additional office space for an employee
- ✓ · No need to buy additional equipment
- ✓ · No need to deal with the managing of an employee
- ✓ · No need to deal with the administration details associated with payroll
- ✓ · No need to pay associated payroll taxes, insurance, and possibly benefits
- ✓ · You get to interact with another business owner (the VA!!) who isn't simply task oriented, but instead, wants to help find great solutions to challenges and the best ways to really go for opportunities!