



The Business Support
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Have more questions?

I offer a
**FREE 30 minutes
consultation**
by phone or Skype.

Drop me a line today to
arrange a day & time.
Talk to you soon!

Work with Your Virtual Assistant Checklist

You made the decision to get a VA to help you
grow your business. Great!
Think about the following to get you started:

What

Try writing down everything you do over a certain time period. This will filter out what can be done by you or handed over for someone else to handle for you.

Where

Do you prefer for the VA to be in the same country or could they be overseas (Think about language and time difference for example)? Ask around for referrals or use a VA Network.

Budget

How much can and do you want to spend? Do you prefer to pay hourly or is a package more suitable for your needs? Definitely something to talk to your VA about.

Timelines

What is your preferred turnaround time for the work you need done? Be very clear about this from the start and adjust where necessary.

Training

How will the handover and training take place? How will the VA learn about your business and work you are handing over? Tools such as Teamwork or Skype can work well.

Communication

How do you like to communicate? Email, Skype, phone, etc. or a combination of them all? What time and day suits you best? Consider any time differences as well.

Sharing Information

Where and how are you going to share your work documents, etc.? Dropbox or Google Docs are one way.

Managing Tools

How are you going to log, share and update your work tasks with your VA? Applications such as Asana, Evernote or Trello are a great way to do this.

Access

Collate all the relevant login details and share them with your VA in a secure way. LastPass or similar are a safe way to do so.