



Thank you for attending or purchasing the tape for the Teleclass: "Stop Doing it All Yourself – How to Hire and Work with a Virtual Assistant". As mentioned on the tape, here is a list of helpful resources:

How to find a Virtual Assistant:

- The best way to find a virtual assistant suited to your needs is networking with your colleagues to get a personal recommendation on who they work with.
- The second best resource is www.ivaa.org the International Association of Virtual Assistants.
- I did write an article for the March 2003 issue of Professional Speaker Magazine on working with Virtual Assistants and how other speakers utilize their Vas – if you would like a copy of that article please email me at djw@Virtualmvp.com.

Ideas of types of jobs suited for a Virtual Assistant:

(This is an idea generating "laundry list" not all Vas offer all these services)

- Paying bills and doing bookkeeping
- Screening and forwarding emails
- Screening and forwarding postal mail
- Managing projects and reporting
- Reminding you of important dates
- Screening and handling phone calls
- Converting documents into a PDF files
- Editing and proofreading
- Website content development, editing
- Posting online classes
- Database management (data entry, conversion to existing software)
- Product development.(e-books, tapes, etc)
- Email and phone support for questions and feedback
- Research services
- Researching and purchasing domain names keeping a log of domain names, expiration dates, passwords and domain addresses
- Researching trademarks
- Generating online publicity, submitting articles to online publications, press releases and other avenues to increase web traffic and/or ezine subscriptions
- Work with you and your webmaster to improve search engine rankings and develop keywords that get you noticed
- Pursuing affiliate links and strategic alliances.
- Writing contracts and agreements for your speaking and consulting work
- Correspondence
- Client contact and follow up
- Power Point presentations
- Creating templates, documents and forms
- Organizing special events or meetings
- Setting up speaking engagements
- Booking travel

- Creating and monitoring ezines or other newsletters
- Hiring and supervising other support staff or outsourced workers
- Answering services
- Moving and relocation services
- Transcription services

10 Questions to Ask Before You Hire

Detailed explanations to these questions are covered on the tape

1. What do you specialize in? (Who typically hires you and what type of work do you do for other clients?)
2. What equipment/software do you own and typically work with? What other resources do you have that I may find useful (books, periodicals, manuals, directories)?
3. What are your fees and what is considered additional expense?
4. How do you work – what are your hours?
5. Do you outsource any of the work and who is on your team?
6. What do you consider fair turnaround time and what do you consider a rush job?
7. How do you handle referrals to other resources?
8. What is the billing arrangement?
9. Do you have any certifications or other qualifications I should know about?
10. What information do you need from me for us to be able to move forward?

If you do not find what you need here, or have any questions. please contact me and we are happy to make a referral to a reliable resource for you.

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