

# Road Map to Success

*Thinking about hiring a Virtual Assistant?*

*Here are some helpful tips and things to consider!*

01

Make a list of all the tasks you do daily, weekly and monthly.

Categorise them then make a note by them - things you enjoy, don't enjoy, takes too long,...

These can form the list of tasks you can outsource to your VA.

02

Write a list of traits you would like in a VA.

What would you like them to be like? Consider how you want to work alongside them - regular calls or email updates? Daily or weekly catch ups?

03

Ask for recommendations!

Use social media channels such as LinkedIn to reach out to people. Ask for referrals. Read potential VA's websites and social pages to get an understanding of them, how they work and information on rates.

04

Contact them!

Reach out to a potential VA, have an informal chat, ask questions, listen to what they have to say.

*And finally, follow your gut!*