



Preparing your business
for working with a
Virtual Assistant

cheat sheet

www.seedvirtualassistants.com.au

Hiring a virtual assistant is the single fastest (and least expensive) way of growing your business without drastically overhauling your business or hiring employees!



Small business owners and entrepreneurs are some of the most passionate, strong, engaging people. They have visions & dreams & they aren't afraid to go after them with everything they have. Tackling every obstacle & problem to do whatever they need to do to make their business a success... but yet, according to UTS.EDU one in three new small businesses in Australia fail in their first year of operation, two out of four by the end of the second year, and three out of four by the fifth year! There are many reasons behind this but one of them is because as a small business owner, we can only do so much! There is only one of you!

Trying to balance every aspect of your business and giving each aspect the attention it needs to grow your business is HARD!

Trying to handle the daily grind & the doing of "all the things" can lead to burn out... FAST!

In an ideal world, every small business owner would have staff to help them but between wages, taxes, superannuation, training, holiday/sick pay & operational costs, it's often way to expensive.

But you still need help..

This is where a Virtual Assistant comes in. A Virtual Assistant is just like you, a passionate, committed & experienced professional business owner, the best thing about a Virtual Assistant is that they care about their business as much as you care about yours!

In short a Virtual Assistant can do anything an in-house office employee can do, but they aren't in your office, they work from a remote location (usually a home office), in today's digital world, that distance between you doesn't really matter. Technology advancements are advanced enough that there is actually little difference between an in-person employee and a Virtual Assistant.

There are so many benefits to you as a business owner looking to work with a Virtual Assistant, for example, versatility, cost effective solution (you're not responsible for taxes, superannuation, holidays, sick leave or operational costs), who might consider hiring multiple VA's for a variety of skill-sets, Virtual Assistants are usually super tech-savvy & are always keeping up to date with the latest online advancements which is helpful to any business owner, you can have a VA working in the background while your focusing your time and attention on higher revenue generating tasks or giving you back some personal time.

Ok. So you know you need a Virtual Assistant but HOW do you actually work with one?

We've put together this cheat sheet that will give you some suggestions on how to prepare your business for working with a Virtual Assistant

PREPARING MY BUSINESS FOR WORKING WITH A VIRTUAL ASSISTANT

- Do a quick audit of your daily tasks:**
As a small business owner you probably not even realise how many things you do each day, do a quick audit on all of the daily tasks you do. What tasks don't you have to do personally, are there items on your to-do list that never get done? Don't focus too much on "how" you'd get someone else to do them yet just brain dump all of the tasks into the boxes below or a piece of blank paper.

Daily tasks you have to do personally

Daily tasks you don't have to do personally

Items you want to do but don't have time for or don't know how to

PREPARING MY BUSINESS FOR WORKING WITH A VIRTUAL ASSISTANT

What systems & processes do you have in place?

When working with a Virtual Assistant it's important to have some sort of system or process in place for the operations of your business, it is hard to transfer the knowledge on how to do things if it's all in your mind and not actually a process.

Loom is a great tool for screen recording, voice recording & video recording all at the same time.

I recommend spending some time on creating a library of training videos you can hand over to your new VA, record your work in real time helps transfer that knowledge, helps your VA see exactly how you like things done & saves loads of time on going back and forth with questions and screen shots the first few times something is done.

Loom makes it almost like you're standing behind your VA showing them how to do something.

Implement a task management system

If you don't already use a task management tool like Trello then it's a great idea to start!

Having a task management system allows you to quickly delegate tasks & track to do lists.

You add the tasks & your VA manages the board!

I could talk about Trello all day but it's best if you just give it a go yourself!

[Here is a LOOM recording of a TRELLO template that can be used](#)

[Here is the TRELLO template used](#)

PREPARING MY BUSINESS FOR WORKING WITH A VIRTUAL ASSISTANT

Rules of engagement

It's no secret that communication is the number one key element of a successful working relationship with anyone, however this is even more important when working virtually!

It is important to set clear expectations around how you'll communicate, how often you want to catch up for meetings or check ins, if you expect a task to be done daily or weekly, be sure to communicate these things straight away.

The same applies for Virtual Assistants, your new VA should volunteer how they like to work, if they work daily, or after hours, or have days where they don't work. If they don't please ask them to let you know what their schedule looks like so that there are no surprises on either end.

Drip feed tasks & responsibilities

It's a good idea to drip feed 1-2 tasks to your new VA to start with, as you begin to feel more comfortable you can start sending over more tasks.

Letting go can be quite hard for some business owners, especially if you haven't had employees or worked with a VA before however once you get started you'll see that it gets easier, if anything it actually becomes a luxury to know you can hand these tasks over without needing to micromanage.

It's important to remember that not everything needs to be perfect before engaging a Virtual Assistant. You're likely needing a Virtual Assistant as you don't have time to do it all yourself so engaging a VA shouldn't take you lots of time!



Are you ready to work with a Virtual Assistant?

If you are looking to up-level your business by utilising the power of outsourcing, a virtual assistant is JUST what you need!

We have a super easy way for you to access our incredible community of Virtual Assistants!

Simply fill in your details & give us some information on the assistance you need & we'll post the details out to our exclusive group of VAs. You'll receive direct contact to your inbox from VAs with suitable skills, experience & availability for your consideration.

[Submit a request](#)

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