



The Smart Business Owner's Guide to Virtual Assistance: How to Find, Hire, and Work with a Professional Virtual Assistant

Tess Strand

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The Smart Business Owner's Guide to Virtual Assistance: How to Find, Hire, and Work with a Professional Virtual Assistant Tess Strand

The Smart Business Owner's Guide to Virtual Assistance lays out the professional expectations for both small business owners and virtual assistants in a book that will also teach you: - Why a VA is not an employee (and how this benefits you!) - The best places to find a virtual assistant online. - How to maximize your RFP (Request for Proposal) submissions so you get the best responses from the best VAs for your project – every time. - The ten most important questions to ask when first speaking with a prospective VA. - Tips on the fine art of delegating so that you and your VA get the most out of your working relationship. - The vast differences between a professional virtual assistant and an offshore VA call center. - AND – you'll also get a list of 50+ tools that will make working virtually a snap! Chapters include: What is a Professional Virtual Assistant? Where to Find a Professional Virtual Assistant How to Submit an RFP that Gets Results 10 Questions to Ask a Prospective Virtual Assistant How to Delegate to a Virtual Assistant Do You Want it Done, or Do You Want it Done RIGHT? This introduction to the world of virtual assistance will leave you better equipped to find, select, hire, and effectively work with a professional virtual assistant for the growth of your business.

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