

Today's Major Topics

- **Why a Virtual Assistant?**
- **Virtual Assistant Tasks**
- **Creating a System**
- **Hiring Process**
- **Success Tips**

Virtual Assistant Tasks

- **Answering Phone**
- **Buyer/Seller Support**
- **Appointment Scheduling**
- **Clerical Tasks**
- **Building Web Presence**

Building Web Presence

- **Articles Online**
- **Video's Online**
- **Building Website Content**
- **Links Back to Your Site**
- **Social Networking**

Creating a System

**Start Writing Down Processes
Document Everything!!**

Systems Build Businesses

Documenting Tasks

- **Be Specific**
- **Define Task Time**
- **Repeat Instructions**
- **Long Tasks: Create Manual**
- **Create FAQ**

Interview Process

- **Phone Interview (NOT EMAIL!)**
 - Interview Many VA's
- **Working Remotely**
- **Response Time**

Evaluate Their Experience

- **Review Portfolios**
- **Review Testimonials**
- **Look at Their Website**
- **Write up a Summary of Task**

Virtual Assistant Concerns

- **Hours of Operation**
- **No Response**
- **Software and Office Equipment**

Locating a Virtual Assistant

- **Ask Friends/Colleagues For Referrals**
- **Use a website that rates them:**
 - www.Elance.com
 - **Craigslist.com**
 - **Google Search: Virtual Assistants**

Paying a Virtual Assistant

- **Paypal.com**
- **xoom.com**

Success Tips

- **Try a Trial Run**
- **Simple Tasks**
- **Well Documented Tasks**
- **Instant Message Tools**
- **Daily Updates**
- **Weekly Voice Meetings**

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Re: Twitter Task Update

Tuesday, July 7, 2009

From:  "Joy"

To: "Geoffrey Chadwick"

As of 7/3:

1) <http://twitter.com/ThanMerrill>

- followed 50 people
- unfollowed 100 people
- new stats: following - 2376; followers - 2773

2) <http://twitter.com/JDEsajian>

- followed 50 people
- unfollowed 100 people
- new stats: following - 2017; followers - 1903

3) <http://twitter.com/pesajian>

- followed 50 people
- unfollowed 100 people
- new stats: following - 2123; followers - 2061

4) http://twitter.com/konrad_ical

- followed 50 people
- unfollowed 100 people
- new stats: following - 1855; followers - 849

5) <http://www.twitter.com/qchadwick>

- followed 50 people
- unfollowed 100 people
- new stats: following - 1827; followers - 1690

regards,

Joy

Delete

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Billing Summary This Week

From:  "Joy"

To: "Geoffrey Chadwick"

Hi Geoff,

Billing you for the following tasks completed this week (June 27-July 3)

June 27 - missed this day

June 28 - 50 follows x 5 Twitter accts

June 29 - 50 follows x 5 Twitter accts

June 30 - 50 follows x 5 Twitter accts

July 1 - 50 follows x 5 Twitter accts

July 2 - 50 follows x 5 Twitter accts

July 3 - 50 follows x 5 Twitter accts; 100 unfollows x 5 Twitter accts

Total compensation due: \$18.00

Paypal account: @yahoo.com

Thanks so much!

Joy



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Keep It Simple Stupid