

What to do Before Hiring a Virtual Assistant



A Checklist



MINE Your Business
Virtual Solutions

List

Make a list of all the tasks you complete in your **business**.

Track Your Time

Beside each task, list the amount of time it takes for you to complete and record if the task generates income.

Keep or Hand-Off

Review each task. Decide which can be outsourced or can be completed by an expert in order to get the best results. Ask yourself, "Do I need to complete this task myself, or can a team member complete this?" Place a STAR next to those tasks you determine can be handed-off.

Create Procedures

For the tasks that you determine can be handed-off, make notes of how the task should be completed. DON'T WORRY, these procedures can be ironed out when working with your Virtual Service Provider.

Job Specs & Questions

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Share Files

Set up Google Drive or Drop Box in order to upload all business documents that will be needed for the work that is to be completed. Review your requirements for file/document management.

Programs Needed

Make a list of all programs that you used in your business. You will want to communicate software requirements with your VSP.

User Names & Passwords

We recommend creating a LastPass account to securely share passwords. Your VSP can assist with the creation and use of LastPass if you are not currently using the system.

Work-For-Hire Contract

Expect to receive a work for hire contract from your VSP. Don't depend on memory, get the details of the working arrangement in writing.

Communication Routine

Plan to establish a routine of communication with your VSP. Share your contact information and best methods to contact you. Your VSP can share best practices.

Ready to Regain Your time?

It's easier than you think. The list has given you an excellent starting point. But, don't become too overwhelmed with trying to check all the boxes.

This is really as easy as 1 - 2 - 3. Just schedule a complimentary discovery call to discuss your business, your goals, and outline your needs. Then together we can work through the details. We will create a package that addresses your needs and recommend a flexible, affordable package for you!

Soon you will discover business and or personal activities can take up more space in your life. Your work life balance starts to improve. Time with family or friends increase. You now have time for your hobbies or other activities. Now, all areas of life benefits from hiring a virtual assistant. Think of the freedom you didn't have before!

What a win-win!

Schedule your call today.



Why Choose Me MINE Your Business Virtual Solutions

I assist with everyday essential tasks you do not have adequate time to do since you're busy growing your business. MINE Your Business (MYB) saves you time and money, as well as gives you the freedom to balance your personal life and business. When it comes to your business, time, efficiency, and professionalism MINE Your Business makes the difference.

Contact Us

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