

SIMPLIVAS NEWSLETTER

VIRTUAL ASSISTANTS EDITION



October 2024



HEADLINES

- Virtual Assistant of the Month
- New Hires and Kudos to Outstanding VAs
- Welcome to Our New Hires
- Top Referrers
- One Mission, One Goal: SimpliVAs' Commitment to VAs
- What Makes a Good Virtual Assistant?
- 11 Traits of Highly Successful Virtual Assistants
- Mark your Calendar for our Christmas Party!
- Important Reminders from SimpliVAs



Judell Mejorada
Virtual Assistant of the Month

Virtual Assistant of the Month

We are delighted to announce that **Judell Mejorada** is our Virtual Assistant of the Month! Dell has shown outstanding improvement in her communication skills, forging strong connections with her client and the SimpliVAs team plus she maintained a high score in our SVA point system. Her dedication and proactive approach have truly set her apart. Dell will receive a \$50 bonus as a token of our appreciation.

Tip for All VAs: Maintain a strong relationship with both SimpliVAs and your clients. Be active, engage in open communication, and don't hesitate to reach out if you need assistance with anything. Your involvement and proactive communication are key to your success.

Welcome our New VAs!

We are excited to introduce the newest members of the SimplifiVAs family: **Jade, Andrei, Kiel, Lovelyn, Tessa, Faye, and Rose**. We are confident that each of you will bring unique strengths and talents to our team. Welcome aboard! We look forward to seeing your contributions and successes!

Virtual Assistants Referral Chart

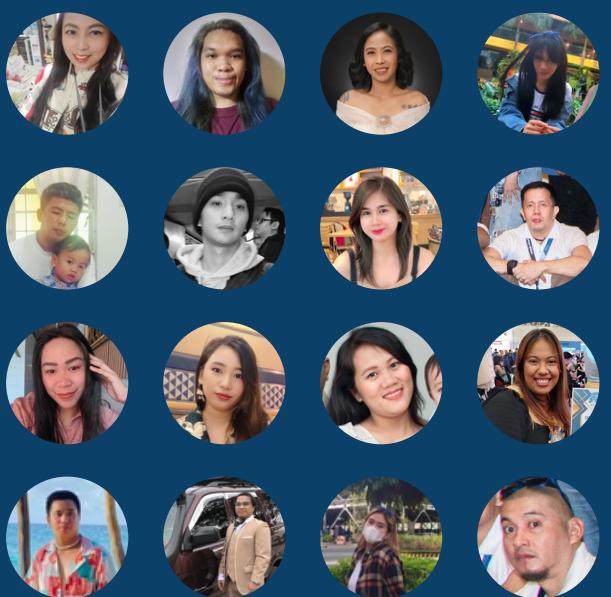
As of November 8, 2024 - TOP Virtual Assistant Referrals



We are pleased to acknowledge the incredible efforts of our top referrers who have helped us grow our SimplifiVAs family: **Jana with 13 referrals, Anthony with 7 referrals, Neysa with 5, and Jennifer with 4 referrals**. We also want to recognize **Nina, Ken, Ginger, Alecs, and Aldrin** for their contributions with 2 referrals each and **Ken, Jay, Fherl, Krizel, Jhay, Angel, JJ, Sheinna, Ryan, Mico, Justin, Kendra, Allan, Anne, Reggie, Rad, Marsha, Sordz, Kenneth, Alvin, and Lyka** with 1 referral each. Your efforts are greatly appreciated!

Kudos to Our Outstanding VAs

We are thrilled to recognize and congratulate the following VAs who received commendations from their clients this October: **Jennifer, Ginger, Glenn, Rad, Joseph, Louie, Ziella, Kenneth, Joan, Alvie, Jen, Neysa, John, Anthony, Sheinna, Jhay**. Your hard work, dedication, and exceptional service have not gone unnoticed. Keep up the excellent work, and continue to bring awesomeness in your client's business!



Don't Forget SimpliVAs: One Mission, One Goal

At SimpliVAs, we believe in a shared vision of excellence! We're committed to making decisions that are best for our virtual assistants. This section emphasizes our open-door policy—your thoughts and suggestions are always welcome as we strive for continuous improvement together.



For any concerns, please don't hesitate to reach out:

Client or Work Concerns:

Reach out to Geen

Digital and Marketing Matters:

Reach out to Jana.

What Makes a Good Virtual Assistant?

[CLICK HERE TO READ ARTICLE](#)

What Makes a Good Virtual Assistant?

11 traits
OF HIGHLY
SUCCESSFUL VIRTUAL
ASSISTANTS

11 Traits of Highly Successful Virtual Assistants

Are you interested in becoming a highly successful virtual assistant? This section explores the 11 key traits that define successful VAs. [Click here to know more!](#)

Follow us on our Socials!



CLICK HERE

Leave Requests

- Before requesting time off from your client, please inform the SimpliVAs team first. A two-week notice is ideal to ensure smooth coordination with your Client and with SVA.

SVA Point System

- We've implemented a point system to track attendance and participation. Ensure your Clockify records are accurate and attend all work, touchbase, and skills and leadership training sessions to gain more points and get exciting prizes at the end of the year!

Bi-Weekly Training

- Our bi-weekly training sessions are mandatory, and we expect 100% attendance every session. These sessions are crucial for upskilling and gaining new knowledge. If you cannot join, please inform the SimpliVAs leadership team.

Client Survey

- Please continue to share the client feedback survey with your clients or direct supervisors, especially if they haven't provided their feedback yet. This will help us improve our services and address any concerns.

Clockify

- Develop the habit of consistently ensuring that you are logged in to Clockify and remember to log out through Clockify as well.

SimpliVAs Christmas Party 2024



Pepeton's Grill & Catering
109 Mother, corner 1103, Mother Ignacia Ave, Quezon City, Metro Manila, Philippines

December 7, 2024 at 7 pm

Kindly reach out to Ms. Geen for payment and inquiries.

Always Be a Team Player



At SimpliVAs, we strive to cultivate a culture where everyone is a team player. Whether you already have a client, are working within a team, or handling tasks independently, remember that SimpliVAs is here for you. It's essential for everyone to maintain good communication. By working together and staying connected, we can achieve greater success and foster a positive, collaborative environment.