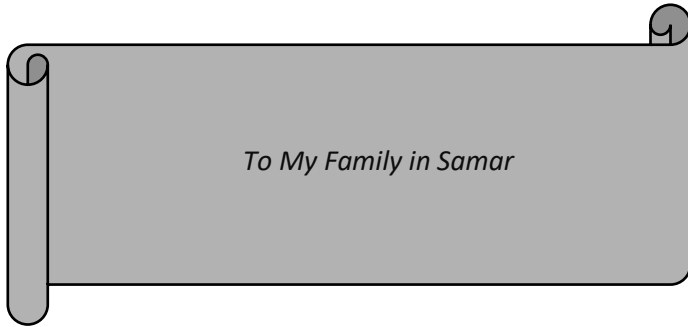


How to Easily
GET CLIENTS
Even If You Are A
TOTALLY NEWBIE
as **A VIRTUAL**
ASSISTANT

A Freelancing Journey



Aisa Masinopa



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PREFACE

This boils down to pandemic, people experienced panic and fear about their health and safety, commodities and a lot more. We were advised by our company to bring our laptops, headset, mouse, laptop charger and any peripherals that supports our day-to-day work. Some employees who don't have internet connections at home were advised to purchase pocket wifi just to continue our tasks at home. Some were happy it is because working in the comfort of your home will give you so much freedom, time for the family, etc. While most of the companies shut down their operation, we still have work at home which is still a big blessing for most of us. It is still a great privilege to have a source of income even if pandemic arises. However, I just want to have another source of income nowadays just a backup plan because I don't know yet what will happen to the business of the company that I am serving right now. I surf on the internet and saw some ads about working as a Virtual Assistant, not only I was tempted by the monthly income that they are receiving. Earning as much as P50k-P100k per month is a huge amount of money. Not only that amount of money will change my entire life as well as it will help a lot of people, my extended family, parents, siblings, our local church, etc. This is all started with browsing online sites, sending proposals hoping that a client will show even a small interest in my application.

Aisa O. Masinopa

INTRODUCTION

Virtual assistants have spent time and effort establishing their own workstations (or locations elsewhere) and have all the experience, qualifications, equipment, and material necessary to provide you with this service. They manage their own tax records, overtime payments, annual leave, training, etc., so that you don't have to worry about the hidden cost of employing additional employees.

All virtual assistants are unique and have a variety of skills to support others. Every customer is different, and what we do really depends on the growth requirements of your business. It could write letters, learn how your company can save money, keep books, enter data, or set up a social media profile. It will always be different.

A virtual assistant can be accommodating for you or your business many times. Imagine you have a massive week at hand, where you need to organize a meeting in the coming month, including documentation like agendas, invitations, accommodations organization, catering, participants, etc. In addition, you have an enormous amount of priority paperwork to be entered and processed by the end of the week and to be answered by telephone to address client inquiries and a status report for two other projects that ASAP needs to be carried out. You may not have the time to do everything within the time limit.

CHAPTER ONE

I. What is a Virtual Assistant?

In short, virtual assistant is someone who offers business owners administrative support but does not merely perform these services in the office of the owner. Therefore, we are "virtual." While some virtual assistants spend time in their clients' offices, most do not spend time.

Most virtual assistants work with many customers in or around the country. Since the work is virtual, the possibilities for the location are unlimited.

Virtual assistants also charge hourly for their work. Any virtual assistance company is different because they can set up packages or keep rates every hour but mostly only charge a flat hourly rate for their services. The customers pay the virtual assistant for the work he or she carries out during a specific pay period. The virtual assistant itself also defines these pay periods.

Most virtual helpers work from home and have their own home office. This enables flexibility during your working hours and enables you to work comfortably at home.

There are different types of virtual helpers. The majority of virtual helpers focuses on the administrative aspects of assistance and provides services like editing, word processing, proofreading, document building, event management, scheduling, file organization, and other related functions. These virtual helpers charge between \$15 and \$25 per hour.

The next type of virtual assistant would be what we call the virtual assistant 'web knowledge,' which supports administratively but also has

experience in operations that are necessary for running an online business. This includes the setup and maintenance of a shopping cart, autoresponder management, website maintenance, blog posting, etc. These virtual assistants can charge a bit more, as their expertise is higher than the virtual administrative assistant. These virtual helpers usually charge from \$20 to \$40 an hour.

The final form of a virtual assistant is more of a business manager online. This person would work in a business partner role with his customers and create a mutually beneficial relationship. We mean that this type of virtual assistant is far more inclined to assess the operations of a customer and propose ways to improve their processes. These virtual helpers usually charge \$50 or more per hour.

The kind of skills you need to be a virtual assistant really depends on what kind of virtual assistant you want to become. One must at least be aware of the software programs based on the office – Word, Excel, PowerPoint, Outlook, etc. – and the Internet. You must be able to have a general knowledge of this before you can start serving your customers or frustrate yourself and your customer.

You will learn and acquire a wide range of new skills at a higher level. You may already be skilled in web design or copywriting. The best thing about being a virtual helper is that you can take the time to learn these things because they help only to advance your business.

Computer knowledge is a requirement - if you are not a skilled computer, you will not be a successful virtual assistant. Many companies want to trust that they will not be paying for training or time to find out how to do the requested task when they send their work. If you're still not knowledgeable on the computer, we strongly recommend that you study at a local college or career development institute to learn the basics.

Other skills a virtual assistant need are communication skills and time management. Concentration is also an essential part of being a virtual assistant. Since most virtual workers work from home, it can be very easy for friends, the family, the telephone, the TV, a good book, or your bed to be distracted.

Communication is vital because, for all aspects of your business, you will be the sole operator. You will have to talk to your new clients, send e-mail addresses to potential customers who ask questions about your services, and, above all, want to be able to communicate clearly what you're doing.

The management of time plays a significant role in being a virtual assistant. You need to know how to prioritize your to-do list, so you don't miss deadlines.

You want to be someone eager to learn and ready to spend time learning new technologies and new industries. Not all your customers will be in a specific industry. We work with people from the fitness sector to the body appreciation industry. It is never the same, and it is continually changing.

II. Myths about Virtual Assistants

1) I want to use VA to save money because it's cheaper than employees per hour.

This is the biggest misconception companies have about VAs. By comparing your employees' hourly pay with your virtual assistants' hourly pay, you will usually find the virtual assistants are MUCH higher. However, you save money by not paying for hardware, utilities, office space, payroll tax, compensation, and benefits for workers (insurance, vacation, sick days, etc.). You can undoubtedly find VAs for \$10.00 per hour and below. But

they will come from another country that offers less than stellar communication and English grammar.

Or you won't stay long-term when you realize how much money the BIR owes. As an independent self-employed contractor, you see, they have to pay quarterly taxes. If the BIR decides that it wants 25% of their \$5.00 per hour that VA's earn and don't pay self-employment taxes at this point, it will probably have to increase its rates or stop offering services. And believe me, the BIR will catch them sooner or later.

2) My VA should be prepared 40 hours a week to take projects from me.

He or she must have other clients if you do not pay your virtual assistant for 40 hours a week to work for you. She can't do anything else to hurry to what you do (at least not always). Be aware that it may take them a day or two to complete your small tasks, depending upon which order and priority your job application fall within the scope of all their others if you use your VA for 5 hours a week. Hopefully, when she reaches your project, she will communicate effectively with you. However, no VA should stand 8 hours a day and do nothing except wait for your e-mail unless you pay her 8 hours that day.

3) My VA is better qualified because she completed an online VA training program.

This is an enormous misunderstanding. VA Training programs do not improve the skills of a virtual assistant to work on your projects. VA training programs mean that the VA knows how to run a VA company from marketing, networking, shop setup, management of time, etc. It doesn't mean that she's able to do anything in MS Word, HTML, etc. VA programs do not train professional virtual assistants, only professional qualifications. Now that classes are taken in MS Excel or certified in the MS Office, these are good training courses in VA.

4) I'm using an independent VA site. I'll get one that's skilled and screened.

The freelance websites do not screen applicants to see whether they are genuinely skilled at completing their projects. Some sites call for references or credentials to be verified, but in no way does the person do what he or she needs. It just means that when they said that they were employed, they didn't lie. You take your chances with a freelance site as much as you do with online advertising.

5) Using VA means more work for me because I must tell my VA what to do all the time and how to do it.

At the start, you might have spent a little more time showing your VA how things are done. But the tasks he or she needs to learn will not be so bad if you get a skilled person in most of the services you're looking for. And VA should have these new things down by doing a specific task at least after the second time. If not, your chosen VA might need to be re-examined.

6) There is no way I can trust a confidential information virtual assistant!

This is wrong. Many virtual helpers are connected or bonded. In addition, you can always ask to contact other clients that currently have or recently had the virtual assistant with confidential handling. Nothing says reliable like a paying customer's first-hand account. A VA should be willing to give you these references and, if not, you may be concerned.

7) I have difficulty delegating, so I shouldn't be using a virtual assistant.

This is the very reason a virtual assistant should be used. You can turn into the master of the delegation with small steps at a time. You just have to make sure you have a highly qualified and experienced virtual assistant to

begin to learn how to delegate ad hoc projects. Start small and add as you feel that your VA has mastered what you have delegated. You can find yourself starting a second business before you know it!

8.) I can't work with a virtual assistant because I can't afford to pay for my VA's software and hardware.

This is also a big misconception. As long as your company does not have any custom proprietary software, your virtual assistant should supply its own software or hardware. Your virtual assistant is also responsible for buying a fax line, a telephone line, and Internet broadband. If you try to pay for this, consider it a red flag.

Knowing more about what your VAs are doing and not doing is a great way to ensure your relationship with your virtual assistant is the most successful. After all, a virtual assistant can improve your company and your productivity considerably.

III. Types of Virtual Assistants and What They Can Do for Business Growth

Your market is continuously increasing, and everything in your company is by far optimistic. The problem is that you cannot meet the requirements of office work and other business requirements. A clever move for your successful business is to hire a person with the right skills that you need and do not need your 24/7 presence.

Who would have thought someone from a distance could do your meaningful work? The rapidly advancing technology set the stage for a new line of employers and emerging entrepreneurs in many ways. Virtual assistants or offshore secretaries can positively impact business growth and maximize employers' productivity in searching for and winning customers.

An average businessman who chooses to carry out his own clerical work spends more time in the office and becomes his own secretary. As a consequence, "real" jobs are left out for businessmen, which could potentially reduce business improvement. This is where web assistants come in and do all those tasks for you while focusing on improving the marketing strategies needed to bring customers together. Depending on the nature of your company, you can choose one of the virtual helpers that can perform the tasks you want to perform. There have only been days when the best talents in the industry go-to established companies; you too have the opportunity to hire assistants who might become corporate assets "beyond compare."

Virtual Assistant Types

SEO and SEM Virtual Assistants

Internet marketing isn't a strange word for a modern businessman, but can you keep pace with the rapid changes in the internet? Hiring an SEM virtual assistant or a virtual assistant online marketing is an excellent way to market your company on the Web. Please note that SEM or search engine marketing includes all SEO strategies required for the visibility of search engines. SEO assistants do several things you don't know about when it comes to web marketing. The primary tasks performed by an SEO assistant for your website are as follows:

- Competition Analysis
- On-page Optimization
- Keyword Research
- Active Forum Participation
- Domain Registration
- Submission Services
- Blogosphere Participation

- Content Marketing
- Link Building

These activities, together with a few others, help to increase the visibility of the internet in search engine results. This is a great chance for you to advertise your company without having to pay costly advertising costs.

Virtual Assistant Writer

Virtual writers are helpers who create your daily needs for writing. As a businessman, writing creative content on the website or promotional blogs required for advertising purposes is not part of your job description. Why do I feel like hiring a virtual marketing writer that translates your business ideals into striking sentences? Good content writers are badly needed in website development. Note that internet users do not make direct use of browsing services but instead learn more before making a deal. You have to employ a writer who can create convincing articles without a straightforward sales pitch.

An effective internet marketing author creates SEO-ready articles with correct keywords. In other cases, article writers also create tasks related to non-SEO writing, such as technical writing and research.

Virtual Web Developer Assistant

The lifeblood of any operating website is Web developers. They are responsible for creating and maintaining a functional and creative website for your company. A virtual programmer provides all the programming needs for your computer, from creation to redesign to maintenance. Virtual programmers with experience in building company websites are basically aware of what customers want to see on a website. Common services that programmers who provide virtual assistants are:

- Graphic Design Services
- Web Design Services
- Logo Design Services

They can act simultaneously as a virtual assistant graphic artist and programmer for creative and programmers. These two roles go hand in hand, enabling programmers to provide design services. If you can program and develop skills in a virtual assistant, just imagine the cost of reducing the payroll you can have! As an employer, you still have the privilege of employing two different professionals.

Virtual Worker

Hiring virtual employees is just like hiring contractual, off-site employees that you access by telephone or the Internet. They are employed in a remote location from your office and work directly from your orders. Unlike many other virtual assistants, a virtual employee is recruited somewhere from your office, like your employees.

Virtual Administrative Assistant

All your offices and clerical needs are managed by virtual administrative workers, and they act as typical office secretaries only if they work online. You are responsible for updating and organizing your documents, presentations, schedules, and customer communication needs. In short, they do everything you like as a businessman and a great way to remove the time-consuming tasks from your priorities. Get away with e-mail responses, telephone calls, and presentations without necessarily overlooking them by hiring online administrative assistants.

Virtual Financial Assistant

One of the most critical aspects of your company is the balance of revenue and expenses. You can remove the bookkeeping and financial records of your company when hiring a trusted virtual financial assistant. They are as qualified as conventional bookkeepers and trained to conduct various financial transactions, such as bank transactions and tax submissions.

Make sure you have the right skills in your company when selecting virtual assistants. Many online assistant employees can do multiple tasks, which could save time and payroll expenses, but remember that your virtual assistant can perform them efficiently if you want someone who can do specific jobs, such as programming and writing, for your company. Your company should match your qualifications when you find virtual helpers.

CHAPTER TWO

IV. Virtual Assistant - A Home Based Business

A home-based company is something many people hope to pursue. While a variety of home companies can be launched, a virtual assistant company is one of the most popular occupations. The Virtual Assistant industry is an increasingly popular profession. Although the Virtual Assistant industry is highly recognized today, some people still do not know about this profession. In fact, several questions about the virtual assistant industry are often asked. The answers to many of these questions are examined here to better understand the virtual assistant field.

1. What's a Virtual Helper?

A virtual assistant is a highly qualified independent contractor,

using state-of-the-art technology and providing administrative support and other specialist services to companies via the Internet, e-mail, fax, and phone to support the increasing needs of organizations throughout the world.

A virtual wizard is much like a traditional wizard. However, the main distinction is that a virtual assistant offers services from his or her home office. While companies employ a traditional worker 8 hours a day, five days a week, a VA is hired to work "as needed" For example, companies will hire a VA for overflow projects, take on monthly tasks or just expand their offices.

2. What are the services provided by Virtual Assistant?

A virtual assistant can offer a wide range of services.

- Data Entry
- Word processing
- Desktop Publishing
- Database Management
- Bookkeeping
- Marketing
- Web Design & Maintenance
- Internet Research
- Email Management
- Event Planning
- Transcription (Medical, General, and/or Legal)
- And much more

However, the services offered by a virtual assistant depend on your experience and abilities. For instance, you should offer these services if you have experience and are doing well in word processing and data entry. Do NOT provide services that you have no knowledge of.

If you are interested in other services but not qualified in those areas, you will not be able to add them later to the list. You can always get the training you need to provide your clients with more services. The crucial thing to remember is that you want to excel in the services you offer. If you excel in a single area of service and deliver excellent results, your customer is prepared to provide you with more work and even refer you to other customers. So remember, when you begin, be true to yourself and start with what you know.

3. How much will I make as a virtual assistant?

Virtual assistant rates vary from \$25 to \$100/hour based on experience and skills. Some services require much more work, so the rate is higher. For instance, a VA that provides word processing would not charge as much per hour as a VA which offers web design and maintenance. It essentially reflects the complexity of the service.

VA also offers monthly retention schemes in addition to the standard hourly rate. A monthly retention plan shall be provided at a discounted rate for a set number of hours per month. Customers can buy monthly retention plans in advance or choose to invoice them every week or two weeks.

4. Must you be in the same area as your customers?

VA's do not have to work in the same area as their customers. Most VA customers are in various cities, states, and sometimes countries. However, some customers like to work with local VA's to meet them. For example, customers who are learning only about the VA industry may feel a little more secure when they can meet the VA face to face. Although VA is virtually providing its services, don't forget local marketing. You never know where your customers might be.

5. Do I need to have experience?

Many people who start virtual assistants today often have experience with the services they offer. Many organizations actually feel that you should experience in the world of business for at least five years (non-virtual world). Don't give up hope if this isn't the case for you. You can get the training you need to start your own VA business in many places. There is number of online training courses for VA's in particular. Also, if you need to improve your computer skills, you can learn at your local school to learn the necessary experience to learn about the variety of VA programs and how to create a website. Many community colleges even offer online classes for campus students.

6. Why are companies going to hire VA?

Today, businesses are looking for someone who can help keep their business running smoothly. While companies can employ an employee, a Virtual Assistant can provide the same services and save time and money for the company. Because VA's are independent contractor companies, for example, they are not required to pay any benefits or overhead costs, such as payroll tax, medical and dental insurance, pension schemes, office space, equipment, office equipment, etc. Moreover, companies that hire VA's are required to save even more money only on time spent on a project.

VA also helps companies save time by focusing on other vital aspects of their business, such as increasing their sales and building on their customer base. Any company that can save time and money will grow into a more profitable and successful company. However, it is up to each VA to show its potential customers how services help their customers to succeed.

7. Do I have any money to invest?

The best thing about owning your own business is that you spend

any money on your business. So, your answer depends on whether you are already in the process of running a VA company or whether you need to buy equipment, programs, office furniture, office supplies, and anything else. Remember that your money is an investment in your enterprise, yourself, and your future.

If you feel that you may want to pursue a virtual assistant business after reviewing the above questions, take a look at the following hints before starting.

- **Research:** Your research is the number one thing you want to do before starting a business. Search for the term Virtual Assistant online to find out all the information that can be obtained. There are number of websites that can assist you in answering questions.

- **Services:** Understand what services you would like to offer before you start. Note that it's best to start with what you know, even if you offer only 1 or 2 services.

- **Rates:** Make sure you set a rate suitable for the services you offer. You may want to charge a lower rate than anyone who has more experience and worked in the business world if you just start out, have no previous experience, but have had the training to start a VA company. Don't charge such a low rate that customers wonder if you are sufficiently experienced to do the job they need. One way to determine your rate is to visit other Websites of VA to see what services they offer, what rates, and what experiences they have. You

should compare your services and experience with those of other VA's based on this information and come up with a base price.

- Office: Set up a home office where you're going to have some privacy. You will also want to ensure the ergonomics of your workstation. You want to be comfortable because you're going to work here every day.

- Computer: A fast, reliable computer, as well as a fast internet connection, should be available.

- Software: you will have to buy any software you don't have to provide your clients with services. Virtual Assistant's software is often used in the form of Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher, etc.), QuickBooks, Peachtree, Dreamweaver, Adobe, etc. It essentially describes the services that you provide to determine the software you need.

- Website: it's best to have a website as a virtual assistant. After all, you're not just a helper; you're a 'virtual' wizard.

- Domain Name: You're going to want to buy a domain name. You want it to be taken seriously. This is your business.

One final thought: Launching a home-based business is a big step for everybody. It takes a lot of discipline, commitment, patience, and persistence. You should take the next step and begin your research if you are to start your own business and feel that the Virtual Assistant industry is the right one for you. Even if it can be challenging to own your own business, including a home-based business, there's nothing like being your own boss. It's a great chance, but it shouldn't be taken lightly.

V. Virtual Assistant for Improving Customer Engagement

The development of social media, big data, mobile smartphones, analytics, and the cloud has changed our lives and how we work and interrelate in recent years fundamentally. These forces have raised customer expectations and pushed companies to rethink their customer experience strategy from end to end. The solutions of customer involvement should focus on enhanced direct experience and help companies to increase their revenues, improve customer satisfaction and retention, expand margins, and offer the most necessary differentiators in this competitive environment.

Virtual Assistant Technology is a new area that can be integrated into existing applications, which helps users to converse in the natural language with a lifelike online voice or text avatar. They provide a personalized experience that decreases the need for contact with the support team, creates a brand image, and increases satisfaction for our customers. It can be integrated with existing applications and enhanced and added value to their services.

Here we explore ways to add virtual assistants to the Omni-channel communication solutions and discuss insurance solutions designed to streamline and improve the opportunities of their customer commitment.

When visiting a support website or contacting the helpdesk, the customer expects appropriate answers to your questions. You expect your questions to be answered; problems solved so that the overall experience will be satisfactory. If their expectations were not met, the customer would be unsatisfied and hence a loss for the company brand. The poor experience in web, phone, or email support, lack of

product knowledge, long-term queues, linguistic misunderstandings, etc., are other challenges in offering high-quality services.

By providing customers with rapid and correct responses through effective customer involvement services, companies can significantly increase their brand value and sales. It can help you improve your services and increase customer satisfaction and retention. Businesses can use virtual assistant solutions to enhance their various customer service capabilities, including registration form completion, first loss notice, front desk, meeting records, and other personalized services.

As the solution of the Virtual Assistant becomes popular, many vendors have developed their solutions on the market. Some of the market's popular suppliers are eGain, Creative Virtual, INTELLIRESPONSE, Nuance Nina, next IT, and ANBOTO.

Customer Engagement Services challenges

Here are some of the significant challenges that companies face in managing customer commitments:

- Meets the ever-increasing expectations of savvy technology users who have different communication channels like web, mobile, Facebook, Twitter, etc.
- Make an excellent first impression when you first access a web application or a mobile app and thus increase the chance of a visit.
- Providing personalized support when creating a new account or when registering a product that may require an agent.
- Providing a user-friendly self-service function that could be faster than a preferred mechanism to talk to a live agent.

A Virtual Assistant is a conversational online avatar capable of simulating conversation in order to make voice or text connections to any web application or mobile interface. They can talk with the avatar in their natural language to answer queries, understand questions, offer specific step-by-step activities for particular processes and offer interest-dependent cross-selling opportunities. In scenarios where call rates are very high, it is beneficial. You can understand different languages and communicate in the natural language. Virtual helpers can be implemented very successfully to optimize the number of support teams.

Not only does a Virtual Assistant resolve the customer request, but it can also be configured to provide more information about promotions and offers. For example, it provides not only information on flights but also details of the hotels in which we can stay, promotions and offers, luggage limitations, climate for the destination, and any other specific destination information configured when you have to fly from one place to another.

Although there are online FAQs and user manuals in Web applications to help users, they are inadequate if a user wants to find specific information. It may take them long to pass the FAQs and find a solution to their problems. Sometimes this is time-consuming and prevents certain functions from being performed and can call up customer support. Virtual assistants create a knowledge base and provide an interface in which users can interactively submit questions and obtain the corresponding answers.

Virtual Assistants can also generate reports that show their frequently asked inquiries, their trends, unanswered or new questions, and customer satisfaction with the answers, etc. This offers an opportunity to improve the bank of questions and the answer.

Mobile Virtual Assistants

In relation to Virtual Assistants for web applications, mobile virtual assistants provide an easy-to-use interface for a smartphone. They are able to understand the user profile, questions and offer a more effective engagement. The smartphone can become a voice-capable customer service person by advancing speech and voice recognition technologies. They can acknowledge the person, understand what the customer wants and interact in a way that facilitates a unique interaction.

Virtual helpers are more than a voice-enabled help file with integrated intelligence, which can help to provide more personalized support and give further inputs that sense the context of the help requested. For example, if a ticket has to be booked between two places, you can also personalize the aid to ask other questions such as food preferences, preferred seating arrangements. Users may be asked if they would like to make hotel reservations at their destination, any vehicle requirements, taxis, etc., to add cross-sellers to the list.

Intelligent Virtual Assistant (IVA)

The concept "Intelligent Virtual Assistant (IVA)" is being developed with new technological advances, offering new technologies such as:

- Algorithms that enable interactions of natural language
- Self-learning-induced artificial intelligence
- Context-conscious, proactive search of knowledge portals
- Mobile device voice-assisted user interface with speech recognition/analytics
- Voice biometrics

The Smart Virtual Assistant can also be used to improve interactions with traditional online web portals and smartphones. In addition, they offer a more personalized commitment to the identity of the person while talking. They can also customize recommendations using the capabilities and features provided by smart devices and accessories (e.g., the geolocation, accelerometer, etc., and feeds provided with clever watch and fitness wearables). The future generations of intelligent virtual wizards can use artificial intelligence to provide more relevant solutions to customer requests by using self-learning algorithms.

Virtual Assistant Tools in the Market

The transformation benefits of "Virtual Assistants" A 39.3% increase in the CAGR of Global Intelligent Virtual Assistant (IVA) over 2013-2018 is projected to reach more than \$2.1 billion by 2019.

It is expected that the IVA market grows with a few global intelligent virtual assistant tool suppliers emerging, such as Creative Virtual Ltd., Next IT Corp., Anboto Group., VirtuOz Inc., Code Baby Corp., Nuance Communications Inc., IntelliResponse Systems Inc. Etc. Etc.

Virtual Assistant Comparison Matrix

Several customers have different requirements. It is essential to make sure that we map the Virtual Assistant tool function accordingly. So we compared various tools on the market before beginning development and chose the best tool to develop the concept proof.

Iactive intelligent, Creative Virtual Ltd, eGain Corp., and Nuance Communication are some of the key Virtual Assistant tools offered on the market that encompass most functions such as 3D Persona with Emotions, concept understanding, mobile solutions, several issues, social dialogue, analytics, and multiple language supports. Besides all of these features, Creative virtual is useful for reporting and analysis, Nuance is good for biometric voice (person and voice identification), and intelligent Iactive technology is also suitable for planning and decision-making functions.

Customer Engagement Solutions using Virtual Assistant

We have developed two Proof of Concepts (POC) to verify the viability and usability of Virtual Assistant products based on insurer case usage:

- Product registration: a web-based Virtual Assistant solution that provides supporting formula filling for a new insurance product while registering.
- First Application Notice of loss: a mobile Virtual Assistant solution to log users using voice to the vehicle in the event of an accident.

Virtual Assistant for Assisted form Filling Solution

Any user who wants to enroll in a policy must enter their personal data and express interest in the product in a product registration form. Typically, the form may be complicated to request various details, and customers can request support to complete it. This solution uses a Virtual Assistant to aid the user in completing the registration form by asking questions and treating user answers as input values.

Virtual Assistant for First Notice of Loss (FNOL) Solution

When a person driving a car encounters an accident, he must report the accident to the insurance company as soon as possible. Since there are several pieces of information that need additional help at times and the person is trying to contact the support team. A virtual assistant is used in this smartphone-based application and a voice-assisted solution for capturing information. The user will simply have to answer and respond to the questions spoken by the tool. The entire process can be finished as a natural conversation.

Virtual Assistant Technology Benefits

Executing a virtual assistant solution for business process automation offers many benefits by enhancing efficiency and productivity. In doing so, a company can not only increase customer satisfaction but also reduce the cost. Some of the main advantages are:

- Enhanced customer experience
- Optimized support team
- Increased overall productivity
- Better monitoring and control
- Reduced cost

Customer involvement is no longer seen as a nice thing, and companies have a strategic view of it. Virtual assistants combined with other emerging technologies enable them to upgrade their customer engagement platforms. It has enormous potential in areas where there are a lot of interactions as a routine with a large support team. Enterprises can benefit enormously from a well-thought-out Virtual Assistant.

VI. What to Look for in a Virtual Assistant

In today's challenging economy, most companies are lean. There is still much work to be done with the advent of downsizing, cutting time, and managing a profitable company. There are so many companies that hire virtual helpers. You will handle all your tasks by email or telephone, so be assured that your assistant will interview you to make sure that you truly understand what is expected and at what cost. This is a summary of how VAs work and what you should look for in your company.

A Virtual Assistant is a home-based business partner that allows small businesses to outsource some of the worldly work they need every day. This work also costs companies money in terms of staffing costs as well as time spent.

Generally, VA is located in a remote location - everywhere in the world - and works day by day for its customers to take care of any work they assign to them.

VAs are usually known for their affordable, cost-effective, and good quality work that makes everything worthy for their customers. They are not only economical, but they are also known to be quite familiar with much of the work they are asked to do.

A virtual assistant is often familiar with many different topics through earlier research on similar titles. In any event, Virtual Assistants generally specialize in the art of online research, examination, and a detailed search of anything their customers would like to know or document.

Virtual assistants are not time - they are self-employed entrepreneurs who can deal with almost every marketing and secretarial requirement of yours—a perfect way to keep your office in check.

A continuous partnership with a Virtual Assistant gives you someone with a working knowledge of your business and its goals. It is the most affordable way to keep valuable support while you keep an eye on your expenses.

You care about your business success as you are because your success depends on you. You can expect a high degree of commitment as you follow strict guidelines and ethics that promise you the best services and always protect your interests. Privacy is guaranteed.

Virtual Assistant Advantages

Either you run a Fortune 500 or small business, you will save time and money over and over again using a Virtual Assistant. You receive a full-time employee who recognizes your needs - with no health insurance, office facilities, facilities, payroll tax, and all other charges.

A virtual assistant can often do the jobs of several employees so that additional full-time employees are eliminated. And you pay only when your Virtual Assistant is used. You can even pay a small retainer for your VA to ensure that it is available whenever you want it.

Outsourcing not only gives you the time to concentrate on the revenue-generating part of your business but also makes your work much quicker and possibly better.

You never have to worry about employees every morning showing up on time. No concerns about coffee breaks, lunch breaks, holiday days, holiday pay, sick days, employee arguments, etc.

Have you ever suspected that your staff is surfing the Internet while working? You can be reasonably sure that they do. You lose time, money, and trust in your employees. And neither is it necessary. Just hire a virtual assistant to do your job. It's much more convenient, economical, and time-saving.

Why not begin to enjoy the freedom to run your own business without administrative concerns and troubles? It will cost you much less than you might think.

How do I get paid for Virtual Assistants?

The payment method is usually PayPal, which is probably the fastest and safest way to transfer money in the world today.

Just log in, select Send Money, and send your desired amount to the VA PayPal account. This is so easy!

A virtual assistant is a company contractor that is paid as an independent contractor. They work from a distance and use technology to provide services worldwide.

No health insurance, no wage taxes, no office overhead to worry about. The fee is based on the job task and the level of expertise of the VA.

Based on the complexity of the assignment, virtual assistants can charge between \$5 and \$75 an hour. But there are some countries where Virtual Assistants are the proverbial dozen of them, and you have to keep this in mind as it might reflect the quality of your work - bad English, poor grammar (or none of them), orthography errors,

and much more. It is therefore worth taking a little longer and wisely choosing your VA instead of taking the cheaper option. This is a false economy most of the time.

For example, web designers or computer technicians obviously charge more than administrative helpers. You pay them not only for their time and effort but also for their skills and knowledge.

If you want to have a virtual assistant available regularly, you can reserve some time each month with your VA, depending on your needs. This time can be pre-negotiated.

Typical Tasks Assigned to Virtual Assistants

Here you will find a selection of the typical tasks a Virtual Assistant can offer. But obviously, what she provides reflects on her skills and talents, but most excellent VAs will undoubtedly offer:

- Word processing: Today's word processing tasks are quite different from how they were until the late 90s. However, once the advent of the PC was introduced to our daily office activities, the role of typists became entirely new. They are no longer to produce simple documentation but to produce a broader range of work.

- Proofreading: Why not have a proofreading expert check your outgoing material? Probably the best investment you can make. It ensures that your copy provides excellent communication with a successful company.

- Edit and format: this is the way to ensure that your work is as attractive and presentable as possible. Such work might be a business plan for your bank manager, a service application for another firm, or a contract job if the wording is apparent and accurate. Can you provide documentation free of mistakes, typos, grammatical errors?

Do your documents look very presentable as well? This is the time to ensure all your company puts into practice is as professional as possible.

- **Copy Writing:** What does copywriting mean? Copywriting is the art of assembling words on paper to persuade or persuade readers to act in a certain way. It should be used for sales letters, marketing documents, and other materials in which the reader is convinced to respond in some way.

- **Technical writing:** Technical writing: technical writing is used when building manuals, specification sheets, or other forms of descriptive text on product details, use, and reference data.

- **Internet Research: How to do research:** I am an internet research specialist with many years of experience working with small businesses to support them when they need not readily available information or knowledge.

- **Content of the Web Page:** if you want to access and maintain visitors, you must have good and relevant content on all of your sites and make sure they complement each other. No old content can be slapped onto your website, and you expect it from the search engines. It just doesn't happen anymore like that.

- **Small Business Website: Basic Web Design** - You will simply not appear in its search results if your small company website does not contain the information requested by the search engineer. In other words, if your website does not contain relevant information, the search engines are almost overlooked - no matter how good your keyword placing is. The correct keywords on your page are simply no longer enough.

- **Accounting | Bookkeeping | Bean Counter:** Ah! Any business heart - the bean counter - that seldom gets the credit of its bookkeeping capabilities. Are you tired of being stuck in the books rather than making money? I might be your next bean counter, Virtual Assistant.

- **Data input:** What is data input? The entry of data can take many hours to spend elsewhere. Why not consider a virtual help to enter your data? This would allow you to focus on the business end of making money. Data entry can begin in a basic form, such as adding sales to a database, updating your customer list from recent sales, filling in online forms, and many other mundane tasks for you. Hire a virtual assistant that you can trust - fast and affordable.

- **Admin support:** support is so busy that you need a little help from your office work that no one can do – and you decide, finally, to turn it into a virtually reliable assistant. This means that you can assign your virtual assistant any work you like, and she will complete the work for you, wherever she is operating, and she simply returns it to you once completed. The majority of communication takes place via the Internet and usually via e-mail and attachments.

- **Real Estate Info:** We can help some of our real estate colleagues in Southern California who prefer to take care of the extra work. Many real estate companies have a lot of business, and this attracts a lot of managerial and endless paperwork from every type of real estate transaction. With California property knowledge (including short sales and REOs), VA's can help real estate partners who are rushed off their feet. This might be the perfect chance for you.

CHAPTER THREE

VII. Aspiring Virtual Assistant

Virtual support is one of today's most trendy online jobs. A virtual assistant (VA) operates as a manager or secretary including administrative and secretarial functions, which relieve managers and management of the intensity of their workload. It is therefore important for an aspiring virtual assistant to be trained in his employer's industry. Big understanding of corporate and business management is critical because the job is very closely linked to coordination with employer partners and colleagues between different business processes.

Homework requires skills in the use of advanced computer and online programs since it is online. VA's duties include registering, making and reacting to phone calls, preparing documents and letters to sellers, clients and staff, and, of course, reporting to your employer via VoIP, email and chat.

It's not as easy as most people expect to become a virtual assistant. Since employers and employees don't personally see each other, communication is very important. Even if your hours of work have ended, a virtual employee must always be prepared to answer any call or request from the employer. If there are technical setbacks, the Internet and telephone must always be highly reliable, and an alternative should be supported.

You cannot be satisfied with the technical skills you know when you become a virtual assistant. Study, learning and exploration are always needed, as new internet applications and milestones are occasionally introduced. While virtual employees work mostly on part-time and

contract terms, the chance of career growth and promotion is great, particularly in large companies, to higher ordinary jobs.

A VA should never be less professional. Even if work is done from home, the job is not easy, especially if the employer can imagine tens of daily jobs. The knowledge, skills and abilities of a live executive assistant are as extensive as that of a virtual assistant.

VIII. Virtual Assistant Work in the Philippines

Virtual Assistant Benefits in the Philippines

The new technology, coupled with a young, educated, ambitious workforce, has made the Philippines the place for virtual assistants popular (and affordable).

English is spoken widely, and I think you will find that the "Western" culture is slightly more than India. Many employees work in customer support centers or other BPO operations with Americans from the past.

Students are growing up in school to learn English even if they can't use it at home.

The chance to work with you could mean a life of greater freedom for these assistants. It is the opportunity to work from home, be flexible in terms of time, and likely earn more money.

Virtual or remote work is considered a prestigious, popular and perhaps even envious career path.

Employees are loyal and polite, but sometimes slow to ask help or clarify—sometimes to the extent that they disappear without trace. (Yes, it happens, it happens!)

And you can essentially have a virtual assistant or assistant working during your sleep due to differences in the time zone. That could be a huge plus depending on your business.

IX. How to Write Proposals for Aspiring Virtual Assistant

Virtual Assistant Proposal That Wins the Contract for you always

One of the time-consuming and disappointing tasks in a virtual helpdesk is to write company proposals to answer RFPs (Request for Proposals).

Does that sound familiar? An RFP is available on your favorite VA forum or association website. You quickly investigate the company and find out that it is your ideal client. You have only the skills you want, and you know you fit the contract perfectly.

You have made a nice proposal describing how your company is supported by this person and why your Virtual Assistant is the best company for this contract. You have an impressive suggestion when you're done, and better still, everything you wrote is true. To inform

you that you have contract or, at least, to ask for more information, you click on "Send" and wait for the call or e-mail.

It never comes. It never comes. It never comes. It never comes.

What did you wrong? What did you wrong? What did you wrong?
What did you wrong?

Maybe nothing. Nothing. Nothing. There's a good chance you did it okay. The problem is that RFPs are simply not the best way to reach your customers.

While your business and proposal can have anything a potential customer wants, too many variables affect the customer's ultimate decision. Perhaps she was willing to accept the first and your third or fourth proposal. Perhaps she saw a familiar name in the proposals she received and decided to go to somebody she'd heard of before. It could be that the project passed suddenly.

This proposal alone guaranteed you the absence of a next contract proposal.

How does this work? Rather than hunting for them, you will become an expert in your field and potential customers.

So, how are you called the expert?

Find forums that are often your goal market and let members know you. Write your expert articles and publish them to read on your target market. Create podcasts, TV seminars and free classes for your target market and demonstrate that there is really no other way to hire a virtual assistant for your business than you do.

If that sounds like hard work, it's because it's because it's. It is difficult to build relationships, but it is more rewarding than simply answering RFPs and crossing fingers and toes to which someone finally calls.

A Couple of Tips

Much you need is a high-speed Internet connection for this type of work, a dedicated phone with endless country calls, a headset and a quiet household space to keep you from trouble.

Telemarketing is great because you can select the time you want to do the job. The downside is that you must make many calls even if you really don't want to talk to anyone!

If you look at latest trends and also fully understand how different colors can be organized together, a home interior design service can also benefit. You can find lots of courses, which will surely speed you up very quickly.

As an interior design consultant, you spend a lot of your own time in other homes and workplaces, evaluating the requirements of your client and getting your ideas approved.

My relative started this part-time and now became a full-time job. The payment is made in phases with a payment of a third, a second third if it takes halfway and the rest if the customer is satisfied that almost all of its goals have been achieved.

Promoting products from eBay can help you to get money if you stick to it. One person I know gave me the suggestion that I would make eBay revenue – "buy on the streets and sell on eBay" was his

advice. He usually spends 50% of his time looking for items regardless of whether they are jobs or certain goods that home needs no longer.

If you like car boat sales, second-hand markets and don't care about people on their shelves, it would be great fun and make you a little money!

It's quite hard to move on to eBay as a multi billionaire now because so many people do, but it's easy to create a second revenue stream. You can easily sell anything on eBay, but you must build up your reputation as a supplier. Help ensure that you have a refund plan in place for unhappy customers and only buy goods in excellent condition.

When looking for tips on how to do the job from home, virtual helpers are sure that you don't choose a business opportunity simply for money that they can make. Choose something for years to come and have a special exuberance. You can't help making money if you keep working on it and learn all the tricks.

X. How to Write Cover Letters for Aspiring Virtual Assistant

14 Tips to Make Yours More Powerful

While there is no "best format" for a cover letter, in your cover letter there are some general instructions about what to do, and what not to do. Follow these tips and you will write a strong and polished cover letter.

1. Address your letter to an individual

Whenever possible, contact a specific person with your letter. If a job posting does not include the name of a person, do some research to find out who the right person is. Try to call the employer and ask for the hiring manager's name, but not if the ad says, "no phone calls" Keep your professional letter using "Dear Mr. Smith," not "Dear Steve."

2. Specify with names

When you write a cover letter, use 'Dear Hiring Manager' or 'Dear Human Resource Manager' or 'Dear Recruiter' if you cannot find the name of the hiring manager.

3. Minimize the use of "I"

Avoid using too much of the word "I" Restore it as "you" as far as possible. It should be your coverage of what you can contribute to the company, not yourself.

4. Keep it easy

Time New Roman 12-point font, short paragraphs and bullets. New Roman 12-point font. Do not use italics, bold type, emphasis, etc. You want your words to stand out - not the formatting of your text.

5. Use a Creative Conclusion

Do not use the worn out "thank you for your consideration" or "Sincerely" Try something that distinguishes and remembers you like: "with my best respects," "enthusiastically yours," or "with kind personal regard" (best for a thank you note), "good wishes always"

6. Customize your job cover letter

Specifically, it should emphasize the qualifications for this specific job opening and use a lot of relevant keywords. Special Note: when you are applying for several very similar posts at various companies, you'll be tempted to make one cover letter and then only slightly customize it for each job, as needed.

7. Maintain it short

Write the cover letter that is half a page in length, at the very most two-thirds of a page. The purpose of the cover letter is to get the hire manager to read your resume - not to restate your resume.

8. Mention of achievements

Try to highlight one or two of your most significant achievements or abilities. If the achievements are significant, only one or two can help to remember your chances of being remembered.

9. Avoid generals

Do not use prepared words such as "self-starter," "proven leadership skills," "excellent interpersonal skills," etc., except when you have examples of achievements to back up them. You find yourself throwing up words today with nothing to support them.

10. Don't overdo it.

If you're not found out by the interview, you will certainly be if you get the job. Even if you don't have every qualification listed in your job ad, be honest about yourself and highlight your strengths.

11. Take some humor

As an employers' manager, I appreciate a little bit of humor, if applicable, in a cover letter. Your resumé is a formal document and should normally not contain humor, but a cover letter gives you the chance to show you a little personality, so you can stand out among candidates.

12. Avoid rubbish

Applicants once posted in a box with two plastic toy teeth a cover letter and a note saying, "I'd give my eye teeth for an interview." Another hire manager I know received a pair of dice and notes saying, "roll the dice and give me a chance." These things seem very cool and don't work as a general exception to sales positions.

13. Use a talkative tone

Write in a conversational style when you write a cover letter. Do not use words in your cover letter as you would not do in everyday conversation.

14. Have something similar

Finally, someone else you trust can read your spelling, punctuation and grammar error cover letter. You can read your own letter ten times and not spot an obvious mistake someone else sees right now.

XI. How to Write Resume for Aspiring Virtual Assistant

1. Start your CV with a clear focus

You want the recruitment manager to understand your trade and skills quickly. One way to do this is to focus the name of your profession on your name and address, then to follow up with a summary of your skills. You can also write an executive summary that first describes your profession and then your skills.

If you have no trade in your curriculum vitae, it helps to write about your skills with an emphasis on the position you want. The inclusion of a generic target is a common resume error. There is no reason to include a one-size-all goal in your CV!

2. Start sentences with action verbs

Managed! Managed! Attained! Attained! Sold! Sold! Launched! Launched! The use of action verbs like these fires will make your writing more exciting. your resume. Choose the more energetic and impressive verbs to describe each of your abilities and achievements correctly.

To get a feeling of how verbs of action help your resume, contrast them with state-of-the-art verbs. These verbs don't look the same because they don't show what you did. Use these verbs only if you need them, and don't start phrases with them.

Even strong verbs can become boring when viewed too often but try not to repeat one in the same text or paragraph. Starting more

than three sentences with action verbs can get boring too, so mix the structure of your sentence if necessary.

3. Use correct verb tense for every job or performance

If you talk of a position you have held in the past or an achievement you have already achieved, use the past tense. If you talk about a job you're currently doing, or you're working towards an achievement, use the current tense. Use the current tense when writing about a skill you used before and will continue to use. If it sounds uncomfortable, use the continuous tense past, like "have sold more than 27 paintings..." or something like this.

4. Make it easy to read your CV

Your curriculum vitae should be simple with plenty of room. Each text section should be under 7 lines. Start a new section or paragraph if you need more than that. None of the resume sections that you read now contain more than seven lines.

The reader will be impressed by short, strong phrases rather than flaccid phrases and big words. Repeat and retrieve unneeded information. Each sentence should be straightforward and concise. Commas can help you divide longer sentences into pieces. Obviously, remove pronouns like "I" your resume is about you.

Summary writing is best for a conservative font, like the New Roman Times. The font size should be 11 or 12 points, but for a chunky font like Verdana, 10 points may be correct.

Leave a rather broad border on your curriculum vitae so that the text does not look stuck.

5. Use consistent formatting

Coherence and parallelism are appealing and thus adapt to the art of resuming writing. For example, if you italicize the years you have worked for the same business, do so for the years you have worked on your resume for each company. The same applies to capitalization, bullet points, emphasis and bold text.

6. Present your resume information strategically

Presenting the truth in an attractive manner is part of the art of writing again. Organize your CV to make your skills and experiences the most impressive. Decide where to consider everything with the idea of your resume as a publicity.

More important is the information at the top of the page. Clearly, English speakers read from left to right, so that information is first seen on the left. Bold text springs forth as italicized text shrinks back. The eye of the viewer will turn to words surrounded by white space more quickly than words entered a block of text.

Keep design elements, structure and the overall effect in mind for the viewer.

XII. Virtual Assistant Bootcamps

We don't think a fitness trainer helps us with these extra push-ups. And more and more people start thinking about their business in the same way – who is the extra mile that pushes you?

With business worldwide increasingly competitive, the demand for corporate coaching has increased to provide this market and

performance. A few years ago, only a few companies used coaches to improve overall performance. Nearly 58 percent of SMEs use business coaching in the US today.

A coach is someone who has the agenda to help the company reach its goals. I have worked with customers that want me to brainstorm, establish a sounding board, obtain an independent perspective, design systems, develop marketing strategies and marketing strategies, improve productivity and efficiency, develop their business plans, improve sales, strengthen leadership, develop teamwork, improve the customers' service and retain key staff,

"A business or life coach is like a fitness trainer," says Melissa Byers, Business and Performance Consultant at the Institute Coaching. "They will set you up with a range of activities, and they're also there to push you along when you don't feel like putting in the hard yards."

It's sometimes the little things a customer wants to help with. I worked with a customer who owns three pizza stores and profits are based on the quantity of products sold compared to food waste. The food waste was too high, which significantly reduced profits. He gave managers incentives to decrease waste, which helped for a while. By coaching, he realized he was giving his team money to simply do their job and changed his strategy. Now the operations manual takes all team members in every step of food processing, including how to reduce the waste of food. In five weeks, profit increased by 15 percent.

And it's the bigger things sometimes. Another business customer turned over \$40k every quarter. After one year of coaching, her business is now over 1,5 million dollars. Every aspect has been examined, improved, systematized and delegated by this young

business. With an initial team of one part-time staff member and herself, she now has a team of ten people, all of whom are responsible for their work inside the organization. Each team member has clear communication channels and responsibilities. KPIs are in place that are evaluated and debated weekly. Within two years, they expect \$3.5 million in turnover.

And coaching can be most efficient in combination with a training program. Research into coaching effectiveness from the International Human Resources Management Association showed that training improved the performance of their teams by 22 percent. The real advantages were seen by supporting the training programs through ongoing coaching with 88% improvement in the day-to-day working performance. In other words, one-fifth of that investment was returned without coaching with every training dollar spent, compared with a four-fifth investment return with coaching.

The success of coaching is because every business owner knows they can improve aspects of their business. Coaching sessions provide a place for the business owner or manager to brainstorm what needs to change, how it needs to change, who will be responsible for the modification, and how its implementation is measured for success or improvement.

Life and business coaching is not a conversation between two friends, but a focused discussion on what works, what doesn't work and what will happen. This is not the ego or defensiveness space. "Coaching works if you want to improve your business. If you just want to hear you're doing great then don't waste your money," said Sally Higgins, a TCI trained coach from Accelerate Now. "Coaching is about getting results. Some people are committed to improving their businesses and they are willing to change what needs to be changed to

achieve the improvements they want. If they justified how things are, we wouldn't get far with improving their business."

The culture of the organization must support the goals of the coaching initiative. A saboteur in the ranks who likes things as they are can present problems when new initiatives are taken to improve business. Taking the coaching initiative with people who are challenged can be as important as the coaching initiative. "If someone is threatened by the coaching and what it is productive, it's best to deal with them directly and privately. Listen to your concerns and ask for their suggestions as to how best to overcome what you see as the barriers of the program.

People can feel threatened by change, especially if they are working in a job that their requirements are constant. Someone who does something similar over and over is less likely than anyone who is used to being flexible to be effective in his role to include new thinking and new systems. It will take you time to take the new direction that the organization appears to take. This is particularly true if the coaching has developed a new statement of the vision and values. A new culture means new ways of thinking and behaving, and for some people that's hard.

"People have different learning styles," says Pane. "They may need extra support as the organization takes on the improvements. All of sudden what they have done for a long time isn't enough, and that can be challenging for some people. They may need a little leeway with how they integrate the new processes, especially if they are directly impacted by the changes."

Coaching is so focused and effective that the client must be committed to pushing through the obstacles that are inevitable. "If it

was easy everyone would do it," said Action International's Ashley Thompson. "If you're not prepared to put in the yards, you'll get mediocrity, which is all too common in business today."

XIII. Virtual Assistant Trainings

It is crucial because it not only provides your staff with the right knowledge to complete their tasks, but also establishes a degree of trust between you and your staff from the outset.

You will be surer they do a great job and trust you to invest time in them and show your concern about their work.

You will look to you as a mentor and an expert, somebody you can follow and believe in because you've earned your confidence.

Imagine, for example, being a virtual assistant who does not receive training or assistance? You'd probably fight and underperform.

Rather, be kind, patient and take time to explain things. Encourage and help them as a worker to grow. Your relationship will be much better because of this, and they will feel more invested in your business's success.

Training means building a long-standing relationship with your virtual helpers. You will not be tempted to go away because you feel unwanted and isolated.

Remember, your Virtual Assistant's training should be ongoing, not only in the first few days. New things, new procedures or technologies are always there to learn. You want to make sure your VA is as knowledgeable as it can be.

How is your virtual assistant best trained?

Create audio or video tutorials

They say a thousand words worth a picture. Well, the video is better still! When in an office, a member of your team can easily watch how you do something on your screen. The solution for a virtual wizard is to send you a video tutorial. Software like Loom and Snagit allows you to record, create and edit videos on your screen.

It's a great way to take your virtual assistant's processes and systems through. You can demonstrate not only how a piece of software works, but what happens if it's wrong.

And it feels much more personal to make videos. You will get used to listening to your voice and perhaps you will see instead of being an unfaced boss via email.

This connection helps build confidence, which is so important to your business relationship's success.

Videos can be sent or uploaded to a resource base to your Virtual Assistant if required. While it is obvious that they can take time to produce, it is worth emphasizing that they can also be used for your future VA.

Create e-mail instructions step-by-step

A more traditional way than video, but useful is to e-mail instructions. A written step-by-step guide can be ideal for regular tasks.

Although you may be worried that you are too detailed or patronizing, put in everything you can think of. If you are clear, tasks are effectively carried out with no room for misunderstandings or confusion.

Use screenshots to highlight a point or to show something and send the email whenever you think it is necessary. A good step-by-step guide reduces the risk of your virtual assistant having a task. Instead, expect them to perform well and with your time more efficiently.

Don't underestimate how easy it is to send a step-by-step email. Be detailed: it may not necessarily be your virtual assistant what may seem obvious to you.

Use tools for Project Management/CRMs

You probably already have tools like Basecamp or Hubspot in your project management toolbox and it is also important for remote workers to use them.

It is essential for both of you to be organized and tools such as Basecamp enable you to track projects, collaborate, and manage any problems or deadlines. This is perfect for your remote worker to be integrated with your virtual team.

Training your Virtual Assistant with the correct project management tools will increase your involvement in your business.

Another advantage for you is that Basecamp syncs with your email so that you are notified automatically wherever you are each time your remote worker completes a work task.

You will probably work on multiple files together, so other programs consider training your Dropbox or Google Drive virtual assistant.

Watch webinars and training videos from other people for your virtual assistant

These are perfect ways for your virtual helper to learn new things about your business – perhaps a new marketing strategy session or a new web project introduction.

On a broader level, encourage them to view webinars from other businesspeople that are relevant to the industry and could help expand their skills.

Swim all in a resource center

Now that you know how important training is and what methods you will use to do so, build a resource center where all of your materials are kept.

You can upload and save your video each time you create a new training video, step-by-step guide or any other training tool. This creates a robust knowledge base that can be accessed at any time by remote workers and virtual assistants - indeed by any of your team members.

It also means that you do not repeat yourself with training and thus take time to accomplish the same task repeatedly. Create a resource base can be as simple as using a WordPress blog. Simply install WordPress in a directory, add a free theme and start adding content. It is not open to the public and can only be accessed by you and your staff. It takes about 10 minutes to set up and works perfectly for storing video, audio, pictures and text.

CHAPTER FOUR

XIV. Finding Your Niche as a Virtual Assistant

According to business experts Paul and Sarah Edwards and a long list of other publications and experts, home-based virtual help is a profitable company. Wikipedia defines a virtual assisted contractor as a stand-alone contractor that provides virtual assistance to customers, usually other independent entrepreneurs, and to solo and small business practices, such as lawyers and retailers, in the form of administrative, technical, and sometimes creative services. Virtual workers work at home from their own offices, which is why it is becoming a growing and popular profession. Today, around 5,000-8,000 virtual assistants are available worldwide. The Internet, File Transfer Protocol (FTP), and fax machines are common communication and data delivery modes. In other words, it is much like a telecommuting or teleworking assistant.

There are several reasons why business owners, especially those working in a home office or telecommuting, hire virtual helpers. What do you do whenever you need help in a home-based business? After

all, if you work from home, you can't do everything. As an employee, you could hire someone. You likely don't have a place to put them in your home office, however. Furthermore, employees require health insurance coverage, payroll taxes, legal obligations, and higher utility bills, not to mention. A virtual helper will handle all these problems as the virtual helpers probably also work from home! Some virtual assistants work full-time up to \$38,000 annually. In the working environment, an administrative assistant or even an executive assistant would have good pay, mainly if you were to contribute to saving on transport and daycare.

So what are some successful careers with virtual assistants? What jobs do employers need from a virtual assistant exactly? They include billing, data processing, and administration, transcription services, bookkeeping, reading, and editing of proof.

Bill Paying

There are two types of companies that pay bills. The first is a virtual staff member. In this case, the customer has mailed all bills to a post office box next to his virtual personal assistant. You then set up a checking account for both the customer and you with payment authorization. When the bills are prepared to be paid, you inform the customer how much money you can deposit in the account. The charges are then paid. If available from the client's bank, on-line payment services can also be used. A virtual account payable assistant will provide businesses with the same type of service. A small company outsources bill payment to you, and you ensure that the customer maintains a good credit rating by paying time all of its bills on. Often, accounts payable can be combined with accounts receivable. In this case, the virtual assistant not only pays bills but also

deposits cheques into the customer's bank account and sometimes even calls for previously due accounts.

Data Management and Data Processing

In data processing and data management, several things can be included. The following are some examples of usefulness. They are mailed to you as a virtual assistant after collecting business cards throughout the month. You enter the data in the database of the client and return the data as an email attachment. This would also work if your client sent you new emails and entered the information in a contact information database. An insurance agent can fax you new details on the policy owner. Then you enter data in the customer database, zip the file, and email the database to the customer. You will also prepare and send a standard confirmation letter to the policy owner as a virtual assistant. You track the yearly expiry date of your policy and send an e-mail to the insurance agent on the due date. Another way to help a customer who prepares a direct mailing process and needs to verify its database legitimacy. The database is e-mailed to the virtual assistant. You then call every name and check that the name, orthography, title, and address are correct. Sometimes, clients need to build a database by looking for names and contact information within pre-specified criteria.

Transcription services

Transcription is a process by which voice-registered reports are converted into text. For this, many customers can use a virtual assistant. One example might be a lawyer who sends you a microcassette to transcribe. You would then type the report and email it to the lawyer. You can also receive a telephone conversation as a virtual transcription assistant, which must be recorded, typed, and

sent to all participants. A client can dictate cassette, CD, or MP3 letters and memorandums and send them to you to write.

Bookkeeping

The recording of all financial transactions by an individual or organization shall be bookkeeping. The organization may be a company, a charity, or even a local sports club. Bookkeeping can record what is purchased, sold, owed, owned, and owned; what money enters, what goes out, and what's left. This position complies with the basic accounting rules, but you do not have to be an accountant or an accountant. As a virtual bookkeeper assistant, you can write daybooks consisting of purchases, receipts, sales, and payments. The bookkeeper is in charge of ensuring that all transactions are recorded in the proper daybook, supplier manuals, customer manuals, and general manuals. In general, a company scans its business documents and regularly uploads them to a safe place or an online bookkeeping application. This allows the bookkeeper to remotely update books with these documents.

Editing and Proof Reading

Evidence reading means traditionally reading a copy of the proof of a text to detect and correct any mistakes. Redaction is the process of language preparation, images, or sound for presentation by correction, condensation, organization, and other changes. These are other revenue sources for a virtual assistant. A customer could prepare a marketing flyer or website and needs copies. Then you would prove that you read and edit marketing literature. A customer may be a writer, and a manual has to be edited. A virtual assistant can format, edit, edit and check documents and return them to the client as an attachment via email.

Now that you know something about some famous work as a virtual assistant from home business opportunities, how about some help? You have available work kits for home business opportunities to help you start your own virtual assistant business. Recall, working as a virtual assistant has so many more advantages than earning money from home.

So leave your day's work sooner than expected! You know you can be that entrepreneur! Is it going to be easy money? No. No. Can you earn a living while controlling your own future? Yes. Yes. Yes. You can now receive critical information about the Virtual Assistance industry. Do not spend more time twisting your brain about what to do next; look for a home guide work.

Cesar Campos specializes in examining and testing the best work available today from home opportunities. It provides SEO support to advise you on the most accurate strategies for achieving high SEO rankings.

XV. Services a Virtual Assistant Can Provide

The services offered by a virtual assistant to their customers are endless - a little creativity, ability, and experience are needed. The focus of a VA service is to be virtual but not to discriminate against local customers. Once a local customer is comfortable working with his assistant on the internet, it doesn't matter whether they are just hundreds of miles away or down the road. You just need to educate your customers and provide excellent service, and you will be pleased as your virtual assistant.

Web Design

If you are a web designer, you will probably have unlimited work, especially if you are an expert at what you do and you are reasonable in price. Most small companies have a limited budget to start up, and although they want a professional website, they do not have large amounts of financial resources at their disposal.

Creative Services

Most companies need paperwork, advertising material, and logo to ensure that they have a marketable image. When you are creative or artistic, it's often necessary for someone to design a logo that can then be transferred to their paper and advertising material. Desktop Publishing offers a service that is very often necessary because most business owners have no knowledge or time to design brochures, leaflets, business cards, or other related material.

Writing Services

Newsletters

Writing newsletters is very crucial, and most VA recommends that its customers keep in touch with their customers with their regular newsletters. This does not have to be difficult - recipients should be provided with relevant information they can use. The newsletter service may include writing, management, and distribution and may be included in the monthly retention service offered by the Virtual Assistant.

Grant Writing / Proposal

Often proposals are necessary when a customer needs to submit a proposal that offers his services or offers a product or service. The compilation of essential information into a compelling proposition requires expertise, and the VA can often require a higher rate for this service.

Business Plans

Business plans and marketing plans are essential for each business, and these plans should be implemented by every business owner. But many don't, and that's why they may fail sometimes. Again, the proposal for the preparation of these plans is comprehensive and requires a lot of work, so the higher rate for this service is usually paid.

Press Releases

Every vital event or announcement should be marketed via press releases, and this can be a very interesting aspect of a VA company with the possibility of distributing and monitoring the results.

Research

Knowing where to find information can be very helpful and can save customers hours of work to make decisions for their business.

Presentations of PowerPoint

That can be a crucial component of their function or ad campaign, depending on the type of business the customer has. Coaches,

lecturers, and presenters demand this type of service for their presentations or sales promotions.

Organization

The role of most administrative assistants is to maintain organized employers and to maintain a virtual assistant's role. To monitor the schedules of the customers, make appointments, and create reminders to keep the customer on track is part of the role of the VA.

General Administration

Many owners require answers to their telephones, customer service problems, and incoming calls to set up appointments or general information. It depends on the time zone in which you are whether this service can be added to your list of what you can deliver.

The Virtual Assistant can all send emails and faxes, answering e-mails, moderating the message board, and ordering supplies.

Bookkeeping

This is a specialized service that is highly requested and requires accounting skills and knowledge. Most customers will only use Simply Accounting or QuickBooks, and before offering a bookkeeping service, you will need to be skilled.

Advertising Campaigns

An advertising campaign could include both offline and online marketing, social media, and networking, as well as monitoring the success of every campaign.

There are various ways a virtual assistant can help its customers, and they don't just have to be administrative. When assessing your skills and what you enjoy doing, you should become aware of the kind of services you want to offer. Be creative and succeed in your own virtual workforce.

The services offered by a virtual assistant to their customers are endless - a little creativity, ability, and experience are needed. The focus of a VA service is to be virtual but not to discriminate against local customers. Once a local customer is comfortable working with his assistant on the internet, it doesn't matter whether they are just hundreds of miles away or down the road. You just need to educate your customers and provide excellent service, and you will be pleased as your virtual assistant.

CHAPTER FIVE

XVI. How to Find Clients as a Virtual Assistant – Part I

In-Person

Print business cards. Print business cards. Write out your mission statement and answer the question briefly, "What do you do?". Find events that you can attend to meet people who need your services. This can happen locally and by virtual events from far away. Remember, what you do is solve somebody's problem. You don't manage your calendar; you spare time and remind them of their duties so that they can concentrate on what they do best.

Understanding what you do and for whom you do it can help you get customers by telling them who you are, what you are doing, and how you can help them succeed.

Online

Develop a website that allows customers to know what they are doing. Then get promoted online. Social media is a perfect way to connect with customers. Establish a corporate account on each significant website, such as LinkedIn, Facebook, and Twitter. Create a strong page that will impress people and make them look like a business with you. Don't try with a free website hosted because you get what you're paying for. Find a trustworthy host for your site. If you are tied for money, your LinkedIn page will be perfect, and use it as your home base.

At the Market Places

Join reputable Virtual Assistants with high-quality employment boards. The insider's Club offers many applications. Let people with whom you network know that you are looking for customers. Make sure you master the crucial characteristics of each VA organization so that you know how to correctly use them. Remember not to compete on the price, too. Price your job based on what you think you should be paid and how much it is worth doing.

Watch Out for Time Wasters

No matter how much you want to work, keep yourself away from projects that are poorly written or too open and vague. It is essential to develop a system to check if you want to work with customers, whether you meet someone on a job site, a referral, or someone with

whom you connect via social media. Remember, you interview them to make sure they match your idea of an ideal customer and niche.

Market Yourself Daily

Most virtual assistants work for their business approximately 40 hours a week. Suppose you have determined that you can usually spend 25-30 hours per week checking your business. The other 10-15 hours for non-fillable administration (bookkeeping, marketing, etc.) are required to keep your business smooth. You should work as many of those hours as you can to find customers. When you fill your checking hours with customers, you can reduce marketing time, but you need to spend some of your non-checking hours on commercialization even when you have many customers because you prefer a waiting list.

XVII. How to Find Clients as a Virtual Assistant – Part II

Check Your Skillsets/Trainings/Experiences

There are many points in our lives when applying for a certain job that excites us but we got dismayed when we check the skills, requirements of the project/job description. You did like the job post however it contradicts to the skillsets and requirements that we possess. As an aspiring Virtual Assistant, assess yourself first. You may get a piece of paper or notebook or any piece of writing material and write down your skills, training/s that you incur, and job experiences for the past couple of years. Dig down your thoughts and ask yourself what are your skills? After writing down your skills, training/s and job experiences compare it to the job posting that you recently saw. And you were shocked that it doesn't have or I guess just a little of the required skills on the job post compare to yours. And you ask yourself should I apply it or just ignore the job post and I will research for some other job posting? And now you are doubting yourself it is because you don't have or not many of those required skillsets you didn't possess. Here is what you can do, submit your proposal, resume, etc. to the client and if the client asks for an

interview that is the only time even if you don't have the required skillsets, training/s and job experiences that the client is looking for, time then to project yourself on prospect clients.

Invest Well in Courses/Bootcamps/Trainings

This is the second most important advice or tip for a total newbie virtual assistant who is wanting to get clients online. I know that for some, money matters however money will follow after you got your dream job. There are so many online courses, bootcamps out there for aspiring Virtual Assistants. While I was writing the content of this ebook, I saw an advertisement about VABootcamp from Jason Dulay, AmazonNationPH from Lish Aquino, and a lot more online. Plus, bonus if you enroll in paid bootcamps, online courses, there were so many coaches, mentors down the road that will help and guide you on your freelancing journey. Invest in knowledge and learning. I read a saying that learning is a continuous process. It doesn't stop after your college graduation only. If money is an issue on enrolling in certain paid bootcamps or courses, use the power of the Internet. There are many free online courses that you can enroll in, YouTube tutorials that you can view and study from it, information from Google that you can read. Be productive online, don't just waste your time by

just surfing irrelevant information online. If you wanted something to happen in your freelancing journey, push yourself to the limit!

Build Your Cover Letters, Portfolios, and Proposals Appropriately

Creating our portfolio and proposals are reflections of ourselves. Imagine yourself standing in front of a mirror. Who do you see? Yourself, right? We can immediately tell on the mirror if we look good, or we missed applying something to our face, etc. Just like our portfolios, resumes, proposals, before sending them to our prospective client, we need to double-check all the details. I do believe that for some newbie VA's, they don't have portfolios yet. Remember to submit an outstanding proposal, cover letters so that even if you don't have the experience as a VA, clients will still attract to read your proposals and cover letters.

Apply Not Only on the Online Sites, consider applying in Facebook/ Facebook Groups/LinkedIn as well

There are many online sites for aspiring VA's to look into such as [upwork.com](https://www.upwork.com), [onlinejobs.ph](https://www.onlinejobs.ph) (some freelancers refer this site as OLJ), [fiverr.com](https://www.fiverr.com), [freelancer.com](https://www.freelancer.com), [guru.com](https://www.guru.com), etc. However, not only in these

online sites they can check for posted applications, as such there were many posted online applications on Facebook or even in some Facebook groups, you might consider as well joining some Facebook groups for freelancers or aspiring VA's. Not only that the members of the group can give some advice, tips on your freelancing journey, but there are also cases that online posting of jobs are made thru Facebook groups. Don't just sit down there and surf on Facebook for unimportant matters might as well use the platform for searching your first client online. We don't know your first client is just around the corner.

Consider Some Project-Based Jobs in the Meantime

Let us just say for instance that you have already exerted all your efforts in sending applications however still no clients were able to be interested in your application. Try to apply for some project-based jobs it may not be the long term that you expected however for some newbie Virtual Assistants the experience, skills that they acquired from these project-based jobs are key in getting their dream clients. The easiest and most common work is project-based. A project-based VA is someone who will take on business tasks that

revolve around a specific project-based outcome. The project can be a short-term, a one-time task only (such as setting up and running a webinar), or a much more substantial project that will take some time. A lot of small businesses and individuals want something done but don't know how to do it by themselves or don't have the time to do it. For example, a project-based Virtual Assistant might be someone who sets up a Facebook ads campaign, an automated email sequence, and even prepares your e-book manuscript to be published on Amazon. You might hire someone to lay out the new printable you want to start selling, or you could outsource writing the copy for your next sales page. Another example, whenever I'm stuck trying to fix a problem on my website that requires heavy coding, I post a project on [freelancer.com](https://www.freelancer.com) asking for some assistance. It takes the freelancer anything between 10-30 minutes to get the task done and they get paid \$10-20 for their expertise and time. If I was to figure out how to do it myself, I'd spend hours trying to solve it on my own. So, having a freelancer do it is a win-win situation. These are just examples of project-based jobs that you can try to apply online. I suggest you start looking at project-based works if you really having a hard time looking for a permanent client, at least in project-based jobs you already get your first few clients. And this way, your obligation to your clients is only until the end of the project which may only be 10-30 minutes in

most of the scenarios. Also, for inexperienced VA's getting project-based work is way better than none getting clients at all because these clients will give feedback or ratings to your work which are valuable in your profile and also important for you to get your next few clients.

Another thing is there are lots of advantages of a Project-Based Virtual Assistant. Here are all kinds of reasons why working with a project-based VA might be the right move for your business. Money aside, hiring someone for one-off projects is a good way to get started with outsourcing, especially if you aren't ready to make any kind of long-term commitment. Project-based VA work can be a one-time thing or an ongoing thing, depending on your business model.

That's the beauty of working with virtual assistants – you're able to outsource whatever you need, whenever you need it. There's no one-size-fits-all. It truly is something you mold around your own needs, whatever they may be.

Avoid Applying from Some Agencies or Contractors Whose Offers are Inadequate

I included this topic in my e-book it is because you can easily get clients if you apply in most agencies or even if you are under a

contracting agency. However, I would suggest for you not to apply in agencies or in contractors the reason for that is they may offer less than what you have expected. Most of the time they offer less because they know that you are inexperienced for the job and that what's they take advantage of. For some inexperienced VA's, they grab the opportunity just to get clients under some agencies or contractors even if it offers less because of the feedbacks or ratings that they can get from the client under a certain agency or contractor perhaps. But that depends upon you as well. Another example is when another freelancer gives you the task coming from their clients, let us say a friend of yours, the tendency is your friend offers less pay than what is the original offer from his/her client. For me this may sound like a scam, don't accept it as much as possible, I would rather suggest getting a project-based work rather than accepting a friend's or another freelancer's offer which offers less. And one thing, if you don't deserve the offer based on what you can do even if you are inexperienced, maybe you are inexperienced as a VA but you can do other things, don't lower yourself, don't accept it.

Another thing is most inexperienced VA's fall into scams. If you applied in online platforms and the employer contacts you and inform you about the project description and the rest of the information about the project however it asks for some security fees or anything

that would require you to pay something, software/tools needed in the project that needs to be paid, that's a scam. Beware of it! One thing, if the employer asks for your identification cards, ask for some details from the employer as to where the identification cards will be used. Consult and asks for some advice from the Facebook groups that you belong to about the employer, they can give some idea if the employer is legit or not. Don't just give right away your identification cards if the employer will say that those are needed in the hiring process.

Think of other Sources of Income in the Meantime

Most of us but not all are lucky enough to get clients and land a job as a Virtual Assistant. You may think that being a VA is not the right job for you, think of it many times, my friend. You may find it difficult and hard to get your first client. Don't give up! Maybe it is not yet the right time for the right client. You may think of other sources of income if the water in the river already drowned. Just to fund yourself, pay your bills monthly, and many other daily expenses, you may apply for any other jobs that you think will be easily get hired. I am not saying that you will already give up your Virtual Assistant dream job but the primary purpose of applying or thinking of other

sources of income is just to support your everyday needs, etc. While earning from a different job or work you may slowly apply again as a Virtual Assistant. At least you have the money while hunting your first client as a Virtual Assistant. There are so many jobs online that would pay at an hourly rate, the most common is being an ESL teacher. You may also look for part-time jobs depending on your skillset, if your skillsets are far from the Virtual Assistant position that you wanted, then use those skillsets to apply for a different job in the meantime. While earning you may develop the skillsets for Virtual Assistant, if you wanted to become a Virtual Assistant then enroll in certain bootcamps or courses related to the Virtual Assistant position. There are a lot of courses offered online specifically for becoming a Virtual Assistant. At least for now you already have the money, funds needed for you to become a Virtual Assistant someday.

Don't just waste your time on the internet for some nonsense things. It must be fruitful and beneficial if you wanted something to happen in your future application as a Virtual Assistant. Sometimes procrastination, laziness will come to us especially if nothing happens to our application, we may think of quitting, but I know God is preparing something big for us all we need to do is work hard for it and it shall be given to us at the right time.

Join the Facebook Groups of the Same Group of People (e.g Facebook Group for Virtual Assistants, Facebook Group for Freelancers)

Facebook nowadays, or social media plays a vital role in our everyday lives. Facebook is a powerful tool for everything. Another way of getting tips, advice especially support is by joining Facebook groups of people. Join Facebook groups with whom you would like to belong. Of course, if you are an aspiring Virtual Assistant, try to join as well Facebook groups of Virtual Assistants. In the group, you can absorb the comments, small wins, tips about their freelancing journey, this is a great help for you to improve and apply the tactics in getting your first client. You may also ask for some tips on the Facebook community that you belong to on how to get clients. There is always support from the community that you belong to because they are on the same journey as yours. It will be better if you are associated with people of the same mindset and goals as yours. They can relate to you and at the same time, you are not alone on the battlefield.

Never Give Up on Your Dreams

When things get worse and worse every day, there would moments and instances that thinking to surrender or giving up is the

last option to choose. Especially if the exerted effort were already too much and still nothing happens to our applications. We may question or asked ourselves what is missing, why did still no one ever dare to reached or shown an interest in our online applications?

Well for me if I wanted to achieve something great in my life then I work harder enough to get my dreams and ambitions. Never give up on your dreams and ambitions. Maybe for a moment you pause and say you're tired, take some rest, unwind a little bit but be back with complete self-confidence and a positive mindset afterward. Maybe breathing with fresh air near the seashore will do, sea breeze neutralizes the negative ions in our body for us to relieve the stress that we may experience over time. A nature hiking also will do, exercise at least an hour a day is of great help to improve the performance of our brain and body as well. After all of these, be back with a focus on the things that matters to you.

If tired and frustrated with situations in life, try to take some relaxation but later on focus, take some extra effort, implement what is missing on your application during the time that you are sick and tired of sending applications something missing that you could not even think off because your mind is already preoccupied with some unimportant matters.

Always remember that if you wanted to achieve something great, you must change something in your everyday living. But never think of dropping anything that you already started just because it didn't work on your first, second, or even third attempt. Try harder, again and again, every day. Successful people are those who did not surrender to getting their dreams and ambitions in life even if countless times they failed.

“Try, try, try and try again. Feed your mind ideas of success, not failure.” - Jody Urquhart

“Remember, the only way you can fail is if you give up. Every time you fail, you come one step closer to success.” – Jody Urquhart

Have Some Dose of Self-Meditation

Self-reflection, self-assessment, and self-meditation are some of the best ways to revive ourselves. Meditation is a practice of mindfulness and concentration that can allow you to gain important insights about yourself and the world around you. For those looking to better understand themselves and experience self-discovery, meditation can help you calm your mind and better evaluate your life. If our mind is calm and peaceful, we can think of the things, important details that are needed in our profiles, cover letters, etc. There are instances that our mind and brain are bombarded by problems, issues, things, or any other matters

associated with our everyday lives which tends us not to focus and see the clearer picture of what we want in our lives. Even sometimes the smallest details are needed in our applications, we tend to forget and exclude them. Pause if your mind is preoccupied with so many thoughts.

“I already submitted so many proposals, cover letters, etc. but still no one ever dares to reach out to or even show any interest in my applications?”, you may wonder if there is something wrong with your skills, self or maybe you are not suited for the job that you are applying for. Take a deep breath if you are stressed out by certain circumstances, practice self-meditation during your free time. An hour a day will do for this exercise.

How to Meditate: Simple Meditation for Beginners

1. Sit or lie comfortably. You may even want to invest in a meditation chair or cushion.
2. Close your eyes.
3. Make no effort to control the breath; simply breathe naturally.
4. Focus your attention on the breath and on how the body moves with each inhalation and exhalation.

Don't Lose Hope, Persevere, and Always Ask Guidance from the Almighty Father

We feel hopeless sometimes. We tend to lose hope if nothing happens on our exerted effort. As a human being, that is quite normal. However, if we want something to achieve in life, we must do all the things that are needed for us to succeed. Keep going. Try hard enough. We don't know what life would bring us if we just put an end to the things that matter to us.

Pray and asks for some guidance from the above Almighty. We don't know yet what is His plans for us. Maybe He is preparing very special for us better than we can think of. Trust Him.

But don't stop what you had started. Whatever you do in life, always consider Him. Don't question Him as to why you are not yet successful today. Trials, rejections, and failures are not being placed for us not to continue and achieved what we want. Those are intended for us to be strong and better individuals in the future.

CONCLUSION

Virtual helpers work from an office of their choice. This means they can be situated in their own office, rent an office or even work from

their local library or café if they want the new technology available can maximize and efficiency in their work through devices like mobile devices, Blackberries, laptops, or netbooks.

Most virtual assistants work on a mobile basis from a home office. If you live in the vicinity of a virtual assistant, some of you can also provide a service to you and perform your desired work at the premises. This is how virtual assistants work because it's meaningful. If you realistically think of it as a business owner or manager, the cost of employees is fairly high. Now we do not want to take jobs away, not at all; we are only offering an alternative for you so that you can pay your own taxes, cover your own insurance and superannuation liabilities and work confidently if you need a trained professional who is equipped to take charge of your own training and professional development.

Naturally, the concept of a virtual assistant or virtual professional doesn't apply to everybody, and many companies in Australia still do not know what a virtual assistant. Virtual companies are becoming increasingly popular in countries like Victoria, New South Wales, and Queensland. Furthermore, many more virtual enterprises have to work faster, better and easier.