



Virtual Assistant
in 30 Days

QuickStart Plan

Virtual Assistant in 30 Days

WEEK 1

- ❑ Assess your current skills.
You'll find a list of potential skills on pages 5 - 6.
- ❑ Learn additional skills.
- ❑ Create and price your service packages.
- ❑ Build a simple website
 - >> About
 - >> Packages & Pricing
 - >> Contact
- ❑ Join entrepreneurial Facebook groups.

Virtual Assistant in 30 Days

WEEK 2

- ❑ Network in Facebook groups.
- ❑ Find pro bono projects.
 - ❑ Connect with people who might need your services.
 - ❑ Reach out and offer free services.
 - ❑ Post in groups and offer free services
 - ❑ Screen potential clients
 - ❑ Complete pro bono work

Virtual Assistant in 30 Days

WEEKS 3 & 4

- ❑ Create profiles on freelance websites.
www.upwork.com
www.freelancer.com
- ❑ Bid on freelance jobs
Recommended quota: 10+ per day
- ❑ Tell your family and friends about your new job.
- ❑ Ask for referrals.
- ❑ Ask potential clients if they're hiring.

Virtual Assistant Skills & Services

- ★ NEWSLETTER DESIGN
- ★ NEWSLETTER CONTENT CREATION
- ★ EMAIL AUTOMATION
- ★ MAILCHIMP ASSISTANCE / MAINTENANCE
- ★ CONVERTKIT ASSISTANCE / MAINTENANCE
- ★ AWEBER ASSISTANCE / MAINTENANCE
- ★ INFUSIONSOFT ASSISTANCE / MAINTENANCE
- ★ ONTRAPORT ASSISTANCE / MAINTENANCE
- ★ SOCIAL MEDIA AD SET-UP / MANAGEMENT
- ★ CONTENT CREATION SERVICES
- ★ TECHNICAL WRITING AND HOW TO POSTS
- ★ LANDING PAGE CREATION
- ★ WORDPRESS UPDATES
- ★ WEB DESIGN
- ★ SHOPIFY ASSISTANCE
- ★ SEO SERVICES
- ★ CONTENT CREATION FOR ONLINE COURSES
- ★ WEBINAR SETUP
- ★ LIVE WEBINAR ASSISTANCE
- ★ EDITING
- ★ RESUME WRITING
- ★ PROOFREADING
- ★ TRANSCRIPTION
- ★ DATA ENTRY
- ★ TELEMARKETING / LEAD GENERATION
- ★ INTERNET RESEARCH
- ★ CUSTOMER SERVICE

Virtual Assistant Skills & Services

- ★ BLOG MANAGEMENT
- ★ RESPONDING TO BLOG COMMENTS
- ★ BLOG TRAFFIC REPORTING
- ★ MAINTAINING EDITORIAL CALENDAR
- ★ GHOSTWRITING
- ★ SOCIAL MEDIA GRAPHIC DESIGN
- ★ VIDEO EDITING
- ★ POWERPOINT PRESENTATIONS
- ★ EBOOK CONTENT AND DESIGN
- ★ CREATING INFOGRAPHICS
- ★ LOGO DESIGN / GRAPHIC DESIGN
- ★ PAYMENTS AND INVOICING
- ★ ACCOUNTING / BOOKKEEPING SERVICES
- ★ EMAIL REMINDERS
- ★ CALENDAR MANAGEMENT
- ★ CREATING / MANAGING DATABASES & CRM'S
- ★ SCHEDULING SOCIAL MEDIA
- ★ SETTING UP AFFILIATE PROGRAMS & AFFILIATE MANAGEMENT
- ★ RUNNING/ MANAGING CONTESTS AND GIVEAWAYS
- ★ BRANDING SERVICES
- ★ PRESS RELEASES
- ★ PR MANAGEMENT
- ★ TRAVEL RESEARCH & BOOKING