

WHEN TO HIRE A VIRTUAL ASSISTANT



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WHEN THERE ARE REPETITIVE AND NON-CORE TASKS

MOST BUSINESSES SPEND A LOT OF TIME ON NON-CORE TASKS LIKE ANSWERING PHONE CALLS AND EMAILS EVERY DAY. IF YOU FIND YOURSELF WASTING MOST OF YOUR HOURS DOING SUCH TIME-CONSUMING DAILY TASKS, YOU NEED TO HIRE A VIRTUAL ASSISTANT.

SIGNS YOU NEED TO HIRE A VIRTUAL ASSISTANT

1. YOU'RE SPENDING MORE TIME ON ADMINISTRATIVE TASKS THAN ON BUILDING YOUR BUSINESS

DO YOU FIND YOUR DAYS ARE FILLED WITH ANSWERING CALLS, RESPONDING TO EMAILS, CREATING SPREADSHEETS AND POSTING ON SOCIAL MEDIA?

THESE ARE ALL PERFECT TASKS TO OUTSOURCE TO A VIRTUAL ASSISTANT.

THESE ARE IMPORTANT AND NECESSARY TASKS, BUT CAN TAKE UP SO MUCH TIME THAT COULD BE SPENT FINDING NEW CLIENTS OR WORKING ON NEW IDEAS FOR YOUR BUSINESS.

2. YOUR FAMILY IS COMPLAINING THEY DON'T SEE YOU ENOUGH

RUNNING A BUSINESS IS TIME-CONSUMING - THERE'S NO WAY AROUND THAT.

BUT IF YOUR FAMILY IS CONSISTENTLY COMPLAINING ABOUT MISSED DINNERS AND LATE NIGHTS, IT'S PROBABLY TIME TO SHARE THE WORKLOAD WITH A VA SO YOU CAN SPEND A LITTLE MORE TIME WITH THE PEOPLE WHO MATTER.

3. YOU'VE LOST MUCH OF THE EXCITEMENT OF RUNNING A BUSINESS

SLOGGING THROUGH PAPERWORK AND OTHER ADMINISTRATIVE TASKS CAN SUCK THE JOY RIGHT OUT OF RUNNING A BUSINESS. AND BELIEVE IT OR NOT, THERE ARE PEOPLE OUT THERE WHO ACTUALLY LIKE DOING THESE TASKS - AND WHO ARE PROBABLY BETTER AT IT THAN YOU!

4. THINGS ARE FALLING THROUGH THE CRACKS

MISSING PAPERWORK...UNANSWERED EMAILS...CLIENTS COMPLAINING OF POOR CUSTOMER SERVICE - THESE ARE ALL RED FLAGS THAT SOMETHING NEEDS TO CHANGE. YOU'RE JUST ONE PERSON. YOU CAN'T DO IT ALL!

5. YOU'RE DOING TASKS THAT YOU KNOW SOMEONE ELSE COULD DO BETTER

ARE YOU SPENDING TONS OF TIME DOING TASKS YOU KNOW YOU AREN'T REALLY THAT GOOD AT? TASKS LIKE:

WRITING BLOG POSTS

CREATING SOCIAL MEDIA AND BLOG GRAPHICS

PLANNING EVENTS OR TRIPS

POSTING TO SOCIAL MEDIA

CREATING SPREADSHEETS AND DOCUMENTS

DOING YOUR OWN BOOKS AND ACCOUNTING

IF YOU LOVE DOING THESE TASKS AND ARE GOOD AT THEM, MORE POWER TO YOU! BUT IF YOU KNOW YOU'RE SPENDING WAY TOO MUCH TIME AND ARE ONLY DOING A MEDIOCRE JOB, THERE ARE ALL PERFECT TASKS TO OUT-SOURCE TO A VA.

6. YOU FEEL LIKE YOU NEVER ACTUALLY CATCH UP ON YOUR WORK

DO YOU CONSTANTLY FEEL LIKE THERE'S SOMETHING HANGING OVER YOU? LIKE YOU'RE NEVER REALLY ABLE TO SAY YOU'RE "DONE" FOR THE DAY? WHILE THIS IS A COMMON SENTIMENT AMONG BUSINESS OWNERS, A GOOD VA CAN HELP YOU TACKLE ALL THOSE TASKS THAT HANG OVER YOU AT THE END OF THE DAY...MEANING YOU CAN ACTUALLY GO TO BED AT NIGHT WITHOUT A MILLION THINGS LEFT ON YOUR TO DO LIST.

7. YOU HAVE CUSTOMERS OR CLIENTS IN OTHER TIME ZONES

FOR SOME BUSINESS OWNERS, THE DRIVING FACTOR BEHIND HIRING A VIRTUAL ASSISTANT IS NEEDING 24/7 CUSTOMER SERVICE FOR OVERSEAS CLIENTS. IF YOU FIND YOU HAVE MORE THAN ONE OR TWO INTERNATIONAL CLIENTS OR CUSTOMERS, HIRING A VA FROM OVERSEAS CAN BE A GREAT SOLUTION. HE OR SHE CAN HANDLE EMAILS AND CALLS DURING YOUR NIGHT, LEAVING YOU FREE TO CATCH UP ON MUCH-NEEDED ZZZ'S!

HAVING AN EXTRA HAND ON PROJECTS IS ESSENTIAL TO YOUR BUSINESS GROWTH. REMEMBER ... THERE ARE SEVERAL BENEFITS OF HIRING A VIRTUAL ASSISTANT.

SAVE YOUR TIME

HAVING A VIRTUAL ASSISTANT CAN DRAMATICALLY SAVE TIME. SHAVE OFF SOME OF THE REPETITIVE AND SIMPLE TASKS THAT USUALLY TAKE UP YOUR TIME ON A DAILY BASIS, SO YOU MAY FOCUS MORE ON THE BIGGER AND IMPORTANT STUFF. GENERAL ADMIN TASKS SUCH AS DATA ENTRY, RESEARCH, TRAVEL BOOKINGS, CALENDAR MANAGEMENT, AND EMAIL MANAGEMENT.

REDUCES COSTS

THE THOUGHT OF HIRING A NEW STAFF USUALLY COMES WITH ADDITIONAL EXPENSES. WORRY NO MORE WITH VIRTUAL ASSISTANTS, YOU CAN HIRE VA'S AS FREELANCE, PART-TIME, FULL-TIME, OR PROJECT-BASED.

ADDITIONAL COSTS FOR EXTRA OFFICE SPACE, INSURANCE, TAXES, AND OTHER EMPLOYEE ASSOCIATED COSTS NO MORE. YOU CAN LITERALLY SAVE MONEY AND CUT DOWN YOUR WEEKLY TASKS.

UTILIZE RESOURCES WISELY

BUSINESS IS GROWING AND YOU FEEL THE NEED TO ADD MORE STAFF? BUT BUSINESS DOESN'T ALWAYS WORK LIKE THAT. ADDING NEW MEMBERS TO THE BUSINESS IS A BIT TRICKY MOVE. IT'S A PROCESS AND IT INVOLVES EVALUATIONS TO BE SURE YOU HAVE THE RIGHT ONE.

INSTEAD OF HIRING FULL-TIME EMPLOYEES DURING THE TRANSITION AND THINKING ABOUT OTHER THINGS TO BE USED, HAVE SOMEONE VIRTUAL. NO NEED FOR ADDITIONAL OFFICE SPACE, TABLES, CHAIRS, AND COMPUTERS. THIS ALSO MEANS THAT YOU DON'T HAVE TO DEAL WITH THE ADMINISTRATIVE AND LEGAL ISSUES OF EMPLOYING STAFF.

PRODUCTIVITY

HAVING YOUR OWN BUSINESS DOESN'T MEAN YOU HAVE TO DO EVERYTHING, FROM CLERICAL TO MANAGERIAL TASKS. ONE GOOD THING WITH VIRTUAL ASSISTANT IS FLEXIBILITY. THEY HAVE A WIDE RANGE OF SKILLS, MAY IT BE GENERAL ADMIN TASKS, WEB DEVELOPMENT, GRAPHICS AND VIDEO EDITING, BASIC ACCOUNTING, AND EVEN CONTENT WRITING.