



How Can A Virtual Assistant Help You Grow Your Business?

- 1. Have you reached that place in your business where there is simply not enough time to strategically plan for your business?**
- 2. Are you feeling stress and guilt because you want to spend more time with family and friends, but you need to complete the day-to-day administrative and business tasks that keep your business running?**
- 3. As a business owner, wouldn't your time be better spent networking, marketing, building your business -- doing the revenue generating activities that only you can do?**
- 4. Would you like to be able to take your business to the next level?**
- 5. Today can be the day you will make a decision to grow your business by hiring the support that you need!**

What is a Virtual Assistant (VA)?

A Virtual Assistant is a business owner just like you. VA's provides administrative, technical and other specialized services to you the business owner in order to support you in the building and growth of your business. A VA is not an employee.

Most VA's run work in a home-based office environment and use the internet, phone and other technologies to provide services and communication with their clients.

Why a VA?

VA's can be partners in the growth of your business. Is someone to help you manage your business and projects more efficiently and effectively.

In What Ways Can a VA Help To Grow My Business?

- By accelerating your growth... because, you can focus on more time and energy on other aspects of your business or your life.
- You save money...
 - You don't provide office space
 - You don't provide equipment or furniture
 - You don't provide benefits or insurance
 - You don't pay for training
 - You don't pay for vacations, sick time and family emergencies
 - You don't pay federal and local government employee fees
 - You only pay for work done!
 - A VA is less expensive. The business owner who hires a full time in-house assistant will pay 2080 hours even in industry down time in order to keep that employee.
 - A VA get more done is half the time because of less distractions and pre-defined roles within the organization.
 - If for some reason the relationship is not working, it is not so easy to walk away. It can be awkward and expensive to let an employee go.
- Typically, you are gaining a greater value for your dollar because a virtual assistant is typically skilled in a variety of skills that typical in-house assistants are not – giving you a greater technological advantage.
 - You are working with a fellow business owner who greatly values the products and services that she/he brings to the business owner – there is buy in.
- Freedom / Peace of Mind
 - **Focus** on your business and sharpening the skills of your trade
 - **Time** - you don't have to stay up all night trying to take care of those day-to-day business and administrative tasks that must be done in order to take care of business
 - **Peace of mind** that your VA is taking care of the details and the job is getting done while you spend time elsewhere.
 - **Control** - You run your business, instead of it running you!
 - **Flexibility** to take on new challenges and opportunities