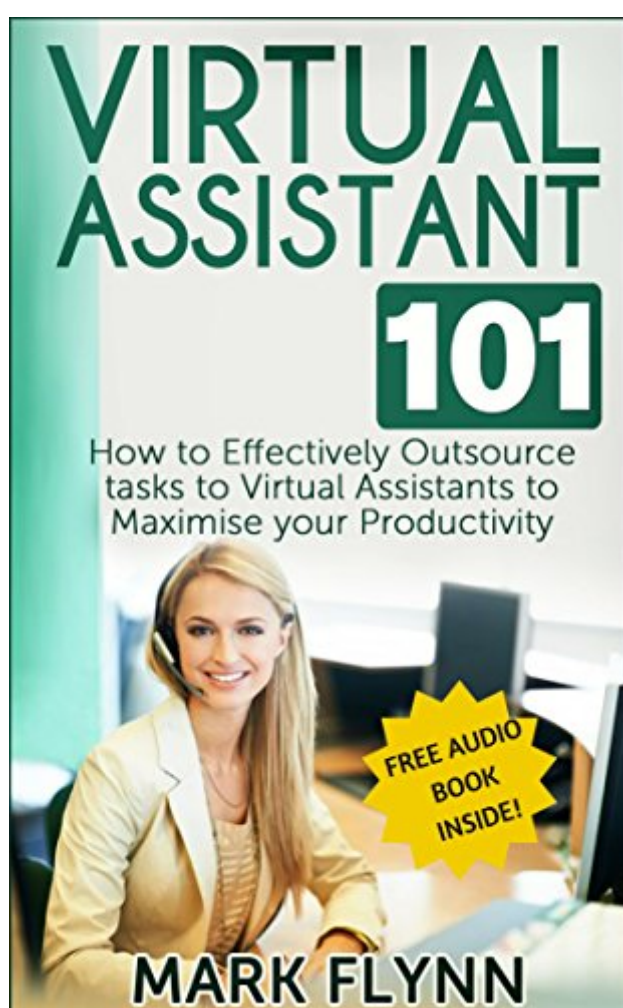


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# Virtual Assistant: 101- How To Effectively Outsource Tasks To Virtual Assistants To Maximize Your Productivity (Outsourcing, Virtual Assistant)



## Synopsis

**DISCOVER:** How to find the perfect VIRTUAL ASSISTANT and improve your productivity by **OUTSOURCING** Fed up of performing the mundane repetitive tasks at work? Looking for ways to improve your efficiency and productivity? Want to focus on the critical revenue generating strategies for your business? Stressed out about completing the deadline driven tasks on time? Not sure how to run the business cost efficiently, given the high salaries paid to employees? Outsourcing your business processes to a Virtual Assistant is the solution. **Benefits of Hiring a Virtual Assistant** A Virtual Assistant can become the biggest boon to your business and life if you hire, train and manage your VA effectively. Your VA can save you a lot of time and money. Since Virtual Assistants make use of their own resources, office equipment, they put less strain on your company's resources. They help you save a lot of time by helping you concentrate on productive activities while leaving the rest to the Virtual Assistants. The long and tedious process of hiring employees is eased to a large extent when you hire Virtual Assistants. They improve productivity by taking care of your everyday tasks like blogging, editing, data entry, accounting, managing website/ social media, tele-calling, email management etc. Since you would have a Virtual Assistant take care of your business needs, it would not only help you de-stress, but also have more time for your family, personal life and interests. This book would take you through the Step-by-Step Process of Hiring, Training & Managing a Virtual Assistant **DOWNLOAD:** Virtual Assistant 101: How to Effectively Outsource Tasks to Virtual Assistants to Maximize your Productivity **Here Is A Preview Of What You'll Learn in this book...** What is Outsourcing? The Benefits of partnering with a VA How & Where to find the right VA? How to decide on what tasks to outsource? How to decide if the hourly rate of the VA is profitable? How to train & manage your VA who lives on the other side of the planet? What are the tasks that a VA is capable of doing? What are the challenges you might have to face by outsourcing? **BONUS CHAPTER** on the Best APPS to Maximize your Productivity And much, much more! Includes **THE 9 STEP PROCESS OF ASSIGNING A TASK TO A VA** Take action today and download this book for a limited time discount of only \$2.99! Download your copy today by scrolling to the top and clicking the **BUY NOW** button! Tags: Virtual Assistant, Virtual Assistant Solution, VA, Outsourcing, Outsourcing Jobs, Outsourcing Mastery, Virtual Freedom, Virtual Office, Virtual Staff,

## Book Information

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## Customer Reviews

Ok Mark - here goes... first of all, you need a better proofreader - lots of grammatical faux pas. I also didn't see anything mentioned about Work For Hire contracts. EVERY Virtual Administrative Consultant should have one of these in place. The salaries (or hourly rates) you mentioned are way off. This is just a quick review, and I sincerely hope it helps in your next revision. Other than what I mentioned above, it was a great little book.

This book has plenty to say about Virtual Assistants, but it reads like it was written by one. Grammatical errors abound. This makes it hard to get through each chapter. BUT, once you do, you are rewarded with good insight. Even though I had read about the topic elsewhere, I learned a few new things and was happy to have read the book.

A lot of the work I do is online, so I've been tossing around the idea of hiring a virtual assistant for a while now. I wasn't sure where to begin, though, and was totally overwhelmed by the idea. So glad I found this book! It tells me how to find the right VA, the best way to manage, train, and pay a VA, and some of the challenges involved in hiring a VA. It also does a great job of outlining the types of tasks that can be outsourced to a VA (some that would never have occurred to me). Check this one out!

It was very interesting to read and I found many helpful information where to find VA you are looking for, web-sites. Very good research of the topic, it shows benefits of having VA, how to calculate your budget, how to training your VA, what Apps to use. Recommend to read this book!

I am have a few online businesses and it can seem nearly impossible to find a good VA at times. I came across this book and figured I would give it a read to see if I might be able to recommend it to my new hires. The book is simple, clear and concise and contains some great tips for VA's. I will definitely be using this as a training tool moving forward.

I'm always looking for waysto improve my business.I'm glad I found this book."Virtual Assistant 101" has tonsof tips, ideas, and strategies thatwill take your business to the next level.I really liked the section on training &managing virtual assistants. Thanks!

Virtual Assistant 101 is a practical guide to help you make your precious time more productive with a virtual assistant. It points out all the factors you need to consider before hiring a virtual assistant, and I like the fact it explains both sides of the equation.Flynn is right about that inevitable 80-20 rule!If you are looking for a cost effective route to make the most of your time and talents, I urge you to read this book!

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