

Check List For New Virtual Assistants

- Decide on the type of Virtual Assistant you want to be.
- Choose your target market and the core services you want to offer.
- Give yourself a title and business name
- Set up/Market/Network yourself with Twitter, Facebook Page, LinkedIn, Google+, blogs, and a website.
- Set up Business Email Account for all business related updates and inquiries.
- Decide on a logo or headshot image to represent your business.
- Review the “Top Resources On A Budget Guide” by Olivia O’Hara.
- Implement the resources you need.
- Decide on the training you need or if you need any.
- Create a business plan and workspace.