

TOP 5 QUESTIONS TO ASK YOURSELF BEFORE HIRING A VIRTUAL ASSISTANT



Alyssa Avant  AND COMPANY

1. AM I WILLING TO LET GO OF CONTROL?

When you are a solopreneur doing most everything in your business yourself it can be difficult to let go of the reins and allow someone to help you. However, in order to grow many times, we have to ask for help and that means we have to let go of some control.

2. WHAT DO I NOT ENJOY DOING EVEN IF I CAN DO IT?

One of the most important steps to take before hiring a virtual assistant is to decide ahead of time exactly what you want them to do. This way you know when you get on the phone with them and can give them a good idea of your needs. This means you first have to decide what you are currently handling in your business that even though you CAN do it you do not ENJOY doing it so that indicates it should be the first thing you should consider outsourcing.



Whether that be that you hate math and want to outsource your bookkeeping or you don't feel that your graphics are solid enough and you choose to outsource them, no matter what, choose something that you don't enjoy. This will make it much easier to let go of control of it.

3. HOW MUCH IS MY TIME WORTH?

When considering hiring a Virtual Assistant many times we are concerned about spending the money, but when you have those thoughts consider how much your time is worth.

If you are making an income that is higher than the hourly rate that you can hire a virtual assistant for and they are skilled in the area that you hire them for then most likely you are only going to profit from having them do something that would take you much more time. It will also allow you to spend your time on income-producing activities that you are not only good at doing, but also enjoy doing.

4. WHAT IS YOUR COMMUNICATION STYLE?



Communication is a key area of working with a virtual assistant that can make or break the relationship. Therefore, before hiring a virtual assistant consider what your communication style is. Are you pretty hands-off and quiet, not requiring your virtual assistant to connect with you often, or at least to only connect via email rather than by phone? Or are you super chatty and would rather connect via phone? Keep in mind that if your VA is also super chatty you could spend a lot of unnecessary time talking that you most likely will be paying for.

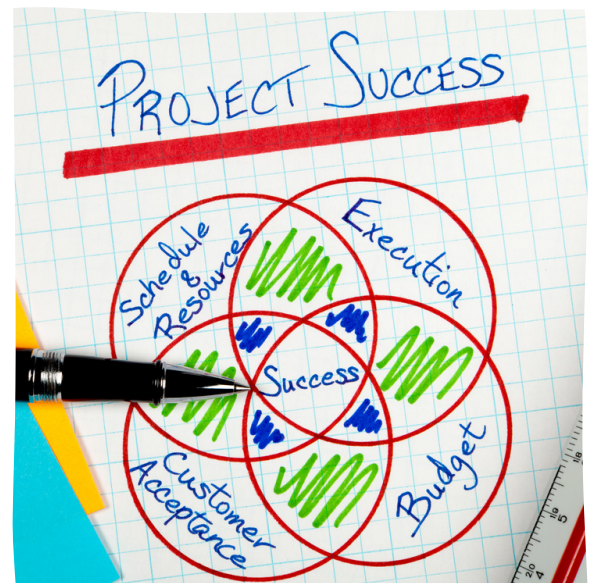
"THE SMARTEST BUSINESS DECISION YOU CAN MAKE IS TO HIRE QUALIFIED PEOPLE. BRINGING THE RIGHT PEOPLE ON BOARD SAVES YOU THOUSANDS, AND YOUR BUSINESS WILL RUN SMOOTHLY AND EFFICIENTLY."

BRIAN TRACY

5. HOW OFTEN DO YOU WISH TO COMMUNICATE?

Along with your communication style, you also want to consider how often you prefer to communicate. Each virtual assistant will have their own procedures for how they will communicate with you and how often. You will want to have in mind which way that you prefer to communicate, whether via email, a project management software, an app such as Slack, or on the phone as well as how often you will want to communicate with them whether daily, weekly, or just when necessary to discuss the projects you are working together on.

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Now that you have considered these questions if you are ready to explore hiring a virtual assistant you might be interested in a free consult. Find out more about working with Alyssa Avant and Company at the link below:

[HTTP://ALYSSAAVANTANDCOMPANY.COM](http://alyssaavantandcompany.com)