



# TECH SAVVY VIRTUAL ASSISTANTS CREATE. INNOVATE. MARKET.

## Want to be a Virtual Assistant? Start-up Sheets

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Use and keep this start-up sheet for reference. It is simple to use and understand. Don't worry if you can't fill it out all in one day. Give yourself time and come back to it later.

What are your pros and cons?

Being an Employee:

Pros: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Being Self-employed:

Pros: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List your skills (i.e. organizing, cleaning, filing, listening):

\_\_\_\_\_

\_\_\_\_\_

List your interests (i.e. reading, writing, research, entertaining, technology):

\_\_\_\_\_

\_\_\_\_\_



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List your talents (i.e. painting, dancing, acting, photography, designing):

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What skills/interests/talents can I offer my clients in a way that I feel appreciated and valued?

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Now that I have these written down, what are my next steps?

Take these steps to get the ball rolling.

Place a check when done:

1. Research is essential and can be fun.

These resources can be very useful. Take time to receive information.

- Internet
- library
- books
- newspaper



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### 2. Comparing notes and information.

It's time to gather the resources and find your niche.

- Write down the pro's and cons
- Look into your competition
- What is the difference between you and your competitors
- Write, write, write.....

### 3. Choosing how you will market your services/products.

This step takes a lot of consideration especially if money is tight.

Affordable/free ways can be:

- Blogs (Wordpress and Blogger)
- Google Sites for a Content Management System (CMS)
- Social Media Networking
- Business networking
- Always have business cards ready
- Talk to family and friends
- Offer your services at a discount price in exchange for a testimonial or referral

Investment:

- Branding (logo)
- Facebook Fan page Customization
- Twitter Background Customization

Consider the parts of your work and personal life where you have demonstrated being trustworthy and responsible and list them here:

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Need a Mentor? Contact me:

<http://divinecreativityinc.com/contact.html>

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