

7 Signs You Need a Virtual Assistant (VA)

- 1. You are drowning in email.** VA's are great for handling your email. Your VA can remove the spam, answer emails that don't need your attention and flag those that do.
- 2. You have articles, but they are just sitting on your hard drive.** Your VA can take those articles and create a viral marketing campaign on the internet. Don't let your articles just take up space. Your VA can get them on the internet using multiple article sites and drive traffic to your website.
- 3. You can't even remember what you ate for breakfast, let alone remember all the stuff you need to do.** Tell your VA. Give her a list of everything you need to accomplish and by when. Your VA makes a great nudge. Do you have a project that requires lots of details? Relax. Your VA has it covered.
- 4. Your online, now what? Have your VA help you create a strong social presence online.** She can set up accounts for you on all the major social networking sites. Your VA can build your following, post relevant information; even do some interaction with others as you. (I recommend however that you limit that.) Your VA can use your social networking to drive traffic back to your website.
- 5. You are working 18 hour days and accomplishing nothing.** Duh! You're fried! Contrary to popular belief, not everything you do needs to be done by you. If you don't trust your VA to handle tasks for you, it's time for a new VA. Is your VA new? Build that trust by giving her smaller projects to do. As she gets those done, give her more and more. Stop being a workaholic and enjoy your life!
- 6. You are losing money because of poor follow-up.** Create a follow-up campaign with your VA. She can send out note-cards, make follow-up phone calls, and even up sell your customers! Your VA can stay on top of your client base and generate more revenue for you.
- 7. You have cauliflower ear from spending some much time answering your phone.** Let it go to voicemail! Your VA can pick up the voicemails throughout the day, return calls and give you important messages. Turn the ringer off your phone (cell phone too) and enjoy a little peace and quiet.

Tracey Tarrant is the Chief Get-it-Done Officer™ for TCT Business Solutions. Specializing in small business operations, TCT Business Solutions provides the answers to your needs and gives you a special gift in the process...your TIME. Visit us on the web TCTBusinessSolutions.com

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About the Author

I love helping others. Plain and simple. My passion is to help you get to where you are going. I love helping others so much, I decided to make it my life's work and make a career out of it. So I built this company to help you. I work with the most amazing individuals, both my clients and my team. I love what I do. Helping you is not my job. It's my mission. Be sure and stop by our website, TCTBusinessSolutions.com, and get your free copy of I'm on Facebook and LinkedIn, Now What? an interview with author, Jason Alba.

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