

WHY DO YOU

NEED A VA?

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01



How much do you need to earn to pay for a VA or assistant?

How does it all work?



02

HOW TO FIND A VA



**Local v
Overseas**



**Ask on your
social media
accounts could
you do a swap?**



**What do you
need them to
do?**



LINKED IN

Facebook groups

<https://www.facebook.com/groups/1312350108818227>

Linkedin groups

<https://www.onlinejobs.ph/>



HOW TO CREATE TASKS



Tips and Tricks
How to create
to do lists



Tips and Tricks



How to
communicate
with a VA

01

Let's create a workflow

Let's create a step by step
routine of how you want things
to be one.



TASKS FOR YOU THIS WEEK

FIND A VA AND START INTERVIEWING



CREATE 3 TASKS YOU WOULD LIKE DOING



CREATE A JOB SHEET



QUESTIONS?