

15 Reasons Why You May Need Virtual Assistant Services

1. You have no free time for your family, hobbies or to build your business
2. You are having trouble getting and staying organized
3. You are seeking ways to support the earth and the environment by working in a collaborative virtual manner
4. Your business demands the use of new software and hardware but you find it so difficult to get started and learn something new
5. You serve on many boards and committees and would like some help keeping track of the meeting minutes and important dates
6. You have just had a child and would like more free time for your new baby without having to worry about running a home or a business
7. You just started a small business and do not have a budget in place to hire a full staff, yet you need and deserve strong and excellent administrative support
8. You are getting overwhelmed with an overflowing inbox and voicemail box. Wouldn't it be nice to have an assistant who can manage your email inbox and transcribe your voicemails and text them to you?
9. You want to make the switch from PC to Mac but are scared of what that entails. You have always been curious about Mac software but you would like a skilled Mac Virtual Assistant to show you the way
10. You already have an office with employees, but to save money, you are considering outsourcing some of the administrative duties to a contractor
11. You have a heavy social calendar and attend and arrange lots of events and social functions. You could use somebody to organize and make sense of the seating arrangements, RSVP's, nametags, menus, etc; as well as interface with the caterers and housekeeping staff
12. You are in the arts, whether it be music, photography, sculpture. It would be great to have an assistant to administer your marketing and public relations plans
13. You are looking for a Virtual Assistant to grow with you and your new business, and need their help getting systems, policies and procedures in place for any employees that you may hire
14. You have put it off long enough. One of your New Year's Resolutions was to get some help so you would have time to work on that manuscript, take that vacation, or start that restaurant you have been dreaming about
15. You realize that you can afford a Virtual Assistant when you compare the costs to hiring an employee. You can even share a VA with a partner or colleague!