

5 STEPS TO BECOMING A VIRTUAL ASSISTANT

You already have the skills you need to become a Virtual Assistant and work as a Freelance Professional.

Follow these steps to jumpstart your career and start working from home... or anywhere you chose!

1

FIND YOUR NICHE

Make a list of tasks you can do and services you can provide. Consider your computer skills, hobbies, interests, everything. What comes easy for you? What do you have experience doing? What do you enjoy doing? Brainstorm and write it all down.

2

PICK YOUR FREE ONLINE TOOLS

There are enough free tools available online that you can run your entire business with them. For example, Google, Trello, PayPal, Canva, Zoom, and Unsplash give you enough options to take care of business.

3

DEFINE YOUR VA IDENTITY

Deciding on your business name, branding, mission statement, and elevator speech helps you better outline your business so you can share it with others.

4

DEFINE YOUR TARGET MARKET

If your ideal client is anyone, then you are targeting no one. Think about who could use your services, what problems you are looking to solve and how you will reach out to them.

5

FIND CLIENTS AND KEEP THEM HAPPY

There are several places online to find clients such as Facebook, Instagram and Upwork and lots of methods available to keep them happy.



NOW LET'S GET STARTED

Now that you know more about the steps to take to start your Virtual Assisting Business, it's time to dive deeper so you can begin your journey. There are 3 ways to look on The Brightest Side for more information about getting started with your new career... and visit the products page on thebrightestside.com for lots of free downloadable digital products to use with your new business.

1

THE ONLINE COURSE

The Basic Virtual Assisting Course is available on Udemy.com. I will take you through these steps and many more to show you exactly the steps you need to take to get started. There are plenty of tools and insights for you to use.

2

THE GUIDE TO BASIC VIRTUAL ASSISTING

A downloadable Guide to outline the steps you need to take to get started working as a Virtual Assistant. Download and print out the Guide and use it as a workbook to dive deeper into your journey.

3

THE ONLINE BUSINESS BRAINSTORM GUIDE

A downloadable Guide to help you sort through all of the business ideas you have so you can narrow down your thoughts, come up with a plan and get started.