

4 Actionable Tips

ON HOW TO MANAGE A VIRTUAL ASSISTANT



1. The First 2 Weeks Are Critical

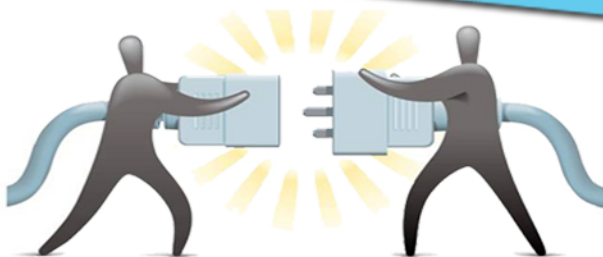
Because an offshore working relationship is purely virtual and in most likelihood you will never meet face to face with your VA it is always a good idea to keep in contact regularly. Weekly Skype Meetings are a great way to do this.

2. Communication is Key

Don't be scared to over-communicate your needs to your VA especially in the beginning of your working relationship



3. Encourage Natural Ability



Find out what your VA enjoys doing and actively try to encourage these talents. If your VA enjoys what they are doing it encourages them to produce better results and gives them pleasure in their work.

4. Be Flexible

Be firm in your expectations but remember to be human in your approach to working with your offshore VA. A little understanding and flexibility regarding scheduling or time off goes a long way.

