



BECOME A VA IN 15

LAUNCH YOUR VIRTUAL ASSISTANT
BUSINESS IN TWO WEEKS

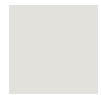
BECOME A VA IN 15 CHECKLIST



RESEARCH WHAT A VA DOES + SKILLS NEEDED



DECIDE ON SERVICES + NICHE



DECIDE ON PRICING



NAME YOUR BUSINESS



GET LEGAL: GET EIN



MAKE YOUR WEBSITE



GET ON SOCIAL MEDIA

BECOME A VA IN 15 CHECKLIST



JOIN FACEBOOK GROUPS IN YOUR NICHE



CREATE YOUR PROCESSES + SYSTEMS



CREATE A WELCOME PACKET



**TELL THE WORLD ABOUT YOUR NEW
BUSINESS!**

List of Skills

Skills you can use for your VA business

Business

- *Management*
- *Delegation*
- *Marketing*
- *Sales*
- *Time management*
- *Ghostwriting*
- *Website and sales copy writing*
- *Editing*
- *Proofreading*
- *Podcast scripting*
- *Grant proposals*
- *Product description for shop products*
- *Writing video and audio transcriptions*

Communication

- *Writing/ written communication*
- *Teaching*
- *Verbal communication*
- *File conversion*
- *Editing YouTube videos*
- *Creating and managing affiliate programs*
- *Podcast editing*
- *Webinar setup*
- *Updating websites*
- *Creating ecourse*
- *Creating landing pages*
- *Formatting blog posts, ebooks, etc.*
- *Website coding*

Technical

- *Computer skills (Windows, email, G-Suite)*
- *Video editing*
- *Software editing*
- *Data analysis*
- *Creating and maintaining editorial calendar*
- *Reporting blog traffic*
- *Scheduling social media and pins for blog posts*

Creative

- *Graphic design*
- *Video editing*
- *Software editing*
- *Making phone calls*
- *Research such as licensing, software, products, etc.*

List of VA Services

Services you can offer as a virtual assistant

General Admin

- *Customer service*
- *Email management*
- *Meeting minutes*
- *Appointment setting*
- *Calendar management*
- *Client onboarding*
- *Research*
- *Data entry*
- *Transcription*
- *Bookkeeping*
- *Setting up interviews*
- *Webinar assistance*
- *Personal tasks*
- *Invoicing*
- *Ordering supplies*
- *Travel arrangements*
- *Organizing files*
- *Project management*

Social Media

- *Scheduling posts*
- *Content planning*
- *Drafting captions*
- *Responding to comments/messages*
- *Creating graphics*
- *Facebook ads management*
- *Facebook groups management*
- *Creating polls*
- *Pinterest management*
- *Scheduling messages*
- *Create and manage promoted Pinterest pins*

Marketing

- *Email marketing*
- *Digital marketing*
- *Lead generation*
- *Pitching brands*
- *Sales funnels*
- *PR management*
- *Ad creation and management*
- *Strategy*
- *Creating press releases*
- *Promotions (blog posts, books, live events, etc.)*

Graphic Design

- *Creating graphics for social media, Pinterest, blogs, YouTube, etc*
- *Creating business cards, flyers, brochures, menus, logos, book covers, etc.*
- *Creating brand styles and templates*
- *Creating newsletter designs*
- *Sourcing photos for social media, blogs, etc.*
- *Designing PowerPoint slides*
- *Creating infographics*

List of VA Services

Services you can offer as a virtual assistant

Writing

- *Writing newsletters*
- *Writing ebooks*
- *Writing books*
- *Writing blog posts*
- *Writing social media content*
- *Resume writing*
- *Ghostwriting*
- *Website and sales copy writing*
- *Editing*
- *Proofreading*
- *Podcast scripting*
- *Grant proposals*
- *Product description for shop products*
- *Writing video and audio transcriptions*

Technical

- *System set up and management for Asana, Trello, Slack, etc.*
- *Website SEO*
- *Website security*
- *Website maintenance*
- *File conversion*
- *Editing YouTube videos*
- *Creating and managing affiliate programs*
- *Podcast editing*
- *Webinar setup*
- *Updating websites*
- *Creating ecourse*
- *Creating landing pages*
- *Formatting blog posts, ebooks, etc.*
- *Website coding*

For Bloggers

- *Writing blog posts*
- *Creating Pinterest graphics*
- *Creating blog graphics*
- *Responding to comments*
- *Blog management*
- *Creating and maintaining editorial calendar*
- *Reporting blog traffic*
- *Scheduling social media and pins for blog posts*

Other

- *Market research*
- *Product research*
- *Real estate assistance*
- *Creating online courses*
- *Event planning*
- *HR management*
- *Making phone calls*
- *Research such as licensing, software, products, etc.*