

# Virtual Assistant Checklist

By Jefferey Rondman

- Selecting Virtual Assistant
  - Try several virtual assistants at the same time.
  - Come up with a few basic tasks that will give you a good idea of their skill level.
  - Use tasks that require several skills.
  - Take the top candidates and give them a second, more difficult, project.
  - Settle on whomever you prefer to work with.
- Key Skills of Your Virtual Assistant
  - Good spoken and written English.
  - Proactive.
  - Quick learner.
  - Well-organized.
- Training Your Virtual Assistant
  - Have her/him go through some online video training that fits your project.
  - Keep your training resources organized.
  - Keep a document with links to everything you have asked your assistant to read as part of training.
  - Create a list of how to do tricky things step by step.
  - Have her/him create documentation of processes and the steps to do various things.
- Managing Your Virtual Assistant
  - Set task duration expectations.
  - Make sure to give enough background information to work effectively.
  - Make sure you have some type of low priority task to work on if she/he run out of things to do.
  - Make sure that something isn't taking a lot longer than you expect.
  - Create a regular timesheet.
  - Create screen casts.
  - Set up screen sharing so you can take a peek at what your assistant is working on.