

Virtual Assistant Checklist

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- 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.