



YOUR VIRTUAL ADMINISTRATIVE ASSISTANT  
...NO DESK REQUIRED!

## Working Virtually...with Your Assistant

by Jef Keep

Taking the first step to working virtually with a VA (Virtual Assistant) can be daunting for some people.

Historically, it has always been easier to advertise for, screen and then hire a warm body to do the administrative work that you need to handle each day.

Some people (especially old-timers like me) are not always comfortable with the idea of shipping out sensitive or confidential information to someone they've never met in person (and usually half a continent away).

But if you're a life/business coach or small business entrepreneur...well...you might not have the resources in place to hire that warm body for the desk next to yours.

And that's where the VA industry comes in (I can't insert trumpet sounds, but imagine them here!).

Working with a virtual assistant is as easy as...well, pie!

If you need an article submitted for publication, a minor web page update done or even an eBook produced. A virtual assistant is one email-click away.

Your VA will have the work done on time (and within budget) and dispatched back to you (or the appropriate receiving party whenever you need it).

And there's where my tag line comes in - *No Desk Required!*

When you decide to contract with a virtual assistant, it's a good idea to shop around to the various VA organizations first. Organizations like the [Canadian Virtual Assistant Connection](#) and the [Canadian Virtual Assistant Network](#) both have member directories with contact information and lists of services offered (along with links to the individual VA's web sites).

Make a list of potentials from those directories and contact them separately to discuss your needs and budget. And remember... You're not limited to finding a Virtual Assistant in your own back yard!

Even if you live in Cranbrook, BC, hiring a VA living in Manitoba, Ontario or New Brunswick is just as easy as hiring one living next door!

Of course, if you require in-person contact with your assistant, then it makes more sense to shop locally. But in the virtual world of the internet, anything is possible and location isn't as necessary as finding the perfect person to help you manage your business!

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