

How can i be the
BEST VA ever?

VIRTUAL PREPAREDNESS

Tips for Aspiring
Virtual Assistants

Clicking as a **virtual administrative assistant** depends on how well you perform your role. It can either be an easy job or a very challenging one.

Remember, you are like a **virtual office**. You are your product and you are your own mini-company. It will thrive if you do well and it will crash if you are not prepared. Here are some points to be the **best virtual assistant** you can be.

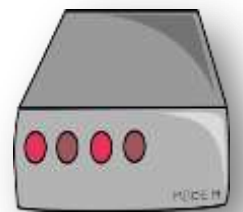
BE EQUIPPED

As you will be working remotely, it is important to have the things you need to perform the job. These are:



Working computer unit or laptop – your computer will be your partner in doing the tasks for your client. It's where you will compose the e-mails to be sent to certain people as your client demands. It's what you will use to connect to the internet and communicate.

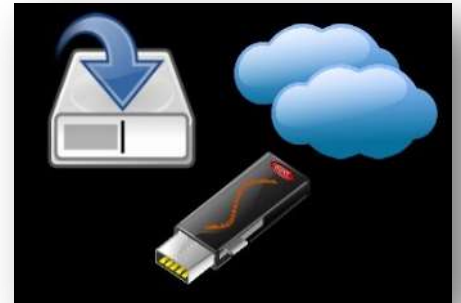
Fast, reliable internet connection - talking with your client, especially if they are from abroad, would all be done either by e-mail, Google hangout or Skype. As such, it is imperative to make sure that you can easily access the World Wide Web in an instant. You can't make it an excuse that you weren't able to send e-mails or do tasks because you lost your internet connection.





Headset – have a headset at a ready especially if you will have a meeting with your client. It will make it easier for you and your client to hear each other. It will also save him from hearing any distracting noise from your end.

Backup Portable Hard drive or Online file storage – always have a backup for the files for your clients. You'll never know when he or she is going to suddenly need it that's why it is important have it at just one place. Also, if ever your computer crashes, you won't have to worry about getting back to square one because you have a backup for everything that you can access anytime.



IDENTIFY AND HAVE A GREAT PLACE TO WORK AT



Working remotely or from home is no excuse to just randomly pick a place. Take into consideration that there will be times that you – the VA – will need to have video calls with your client. Your client may even ask you to join an important meeting to take the minutes of it. Thus, it is important that you at least have a decent backdrop when you are on video call. Having a messy,

disorganized background would not leave a good impression to your client and could reflect on his or her image too.

If you choose to work at an internet café or a coffee shop, make sure that you have a quiet spot there. Choose the farthest corner, away from noisy groups.

If you will be working at home, have one room all to yourself. Inform your family and friends of the time that you will be working so that they won't accidentally barge in while you're working with your client.

ALWAYS BE PRESENTABLE

Dress well when you're working. Just because you don't have a scheduled video call or meeting with your client, it's an excuse to work in your sleepwear. It is important to always be presentable because surprise meetings may arise.



DEVELOP A SYSTEM

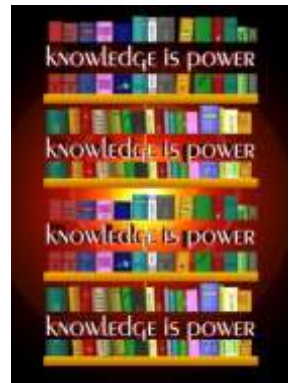
Have a system for your work. If you plan to take on multiple clients, have a calendar or chart in your workspace so you can track for whom tasks are meant for and you can easily track what you have already accomplished and which are nearing its deadline.

HONE YOUR SKILLS, DEVELOP AN EXPERTISE

Doing work remotely will teach you independence but it doesn't mean you should slack off from growing as a person. Even though you already possess the technical qualities, you should still improve your skills.

If you can type 30 words per minute, practice on your free time so you could type faster on next encoding assignments.

If your clients are mostly from English speaking countries, master the language so you won't have a problem talking with them. You can even look up the slang words in their language and learn it so you can talk to them as if they are talking to a native of their country. You can even develop learning language as an expertise – a multilingual virtual assistant at that!



ALWAYS BE AWARE OF TIME

Being aware of time is not just about making sure you get the job done on time. It's literally knowing the time. Clients you'll encounter as a virtual assistant will mostly be from abroad. It is important to know the time difference from where your client lives so you may work around it. It won't be good when it's working time in your client's side of the globe and you're fast asleep. It would be good to have a clock on your workspace showing all the time differences.



SURROUND YOURSELF WITH POSITIVITY



As you work on your own and at your own pace, it is important that you continue to motivate yourself. Fill your workspace with positive messages that you know will keep you going. Set reminders on your phone to tell you that “you can do it!” You can even ask some friends to give you motivational messages at scheduled times so you won’t even entertain the thought of giving up.

BE PROFESSIONAL

Just like any other work, always be professional. How you act, how you handle situations will always reflect on you. If under pressure, you blow up and say something nasty to your client... it’s inexcusable. It will mirror of your work attitude. So, always bear in mind that your client is your boss. Speak with them in a formal manner and always, always with utmost respect.

At The Perfect Army, we value our clients and we make it a point to leave them in capable hands. That is what you’ll get when you **hire a virtual assistant** from the **Philippines**.

