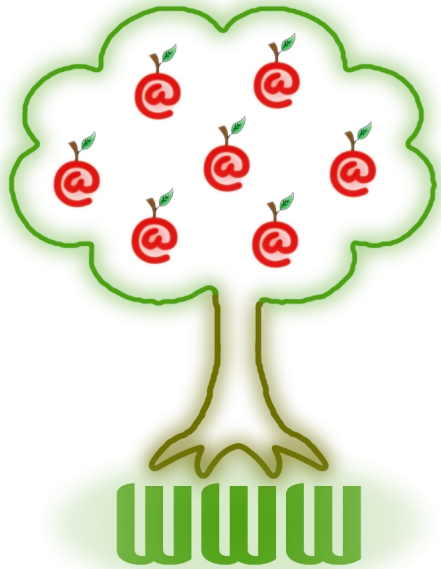


Top Tips from a Virtual Assistant

Hints and tips to help you work smarter, not
harder!



virtually **does it**



Efficiency; being both efficient and effective in approach, to give the best outcome.

Being a VA means being smart, efficient and creative.

You've reached the point in your business when you're saying "help"! Inbox overload to diary clashes to documents that won't format correctly. Add that to a lot of happy clients that you're striving to make happier, and work life is very hectic!

How about a few tips from a virtual assistant that'll help you organise your time, and encourage you to implement simple tips to make life easier?

Here's some VA Hints 'n' Tips to get you started. I've listed twenty tips, from the very obvious (but often overlooked!) to the invaluable in the hope of encouraging people to work smarter not harder!











Working as a VA in the 'virtual' world means shaping the use of technology in the best possible way to be efficient and effective in the work I do for clients.

Technology doesn't just mean a computer, email, and telephone, but social media networks, cloud computing and web chats to name a few.

Once you know how to get the best from what is available to you, not only is life easier, but a world of opportunities open up for getting back precious time in your business and reaffirming your work life balance!













VA Hints 'n' Tips

-  **Create templates** for documents you use regularly. Consistency of style looks professional.
-  **Use version control** to amend docs so you can refer back to previous copies if you need to.
-  **Be creative!** Can you liven up your business by trying a different approach or style?
-  **Calendars** don't just have to be used for appointments; they are also great for setting reminders.
-  **Try something new!** A new social networking channel maybe, or networking group.
-  **Use track changes** in a document to make it simple for you/your clients to see proposed amendments.
-  **Make sure your document format is right** for what you're producing.
-  **Connect!** New clients, existing clients, business associates and competitors.
-  **Check out what software clients use** to be sure they can open documents you send them.
-  **Make spotting important emails easy** by colour coding emails from different recipients.



VA Hints 'n' Tips

-  **Set aside time** to work ON your business as well as IN it.
-  **Keep up to date with what's new** in your field. Find key websites and subscribe to e-news and updates.
-  **Review your website periodically.** Does it still give the impression you want?
-  **Say 'thank you'.** It costs nothing and leaves a lasting impression. A great feel-good factor!
-  **Think about your vision and values.** Do they come over in your business?
-  **Collaborate!** Sometimes it's better to work with trusted experts.
-  **Celebrate achievements** in a blog or case study so potential, and existing, clients can see what you do.
-  **Dread getting accounts up to date?** Create a template spreadsheet that's year on year and do it weekly.
-  **Explore** different ways of interacting with clients to make life easier.
-  **Have fun!** Get back that work-life balance!



Can your business benefit from any of the tips I've mentioned here? If so, why not start with the tip to collaborate?

Working with trusted experts can bring out the best in both you and your business, with mutually prosperous and beneficial relationships.

Here's how a VA can help you make these top tips, and more, a reality in your business....

Helping you pick the fruits of your labour more easily!

A VA can..... create templates for you, **use track changes** and **version control** to ensure you always have the most up to date copy of any document.

A VA can... be creative with your style and branding developing new resources; **manage your diary**, meetings, events, and **set reminders** so you don't miss that all important follow up call! Work with you on new **social media channels** and their set up which could lead to new **connections**; ensure documents are in the **right format** and are easy to read; check out **software compatibility**.

A VA can.... sort your inbox so you never miss an **important email**; give you **more time** to spend working on your business by taking on those no-fee earning tasks; **subscribe to e-news** so you keep up to date with developments in your field; keep your **website and blog** current on your behalf; help promote a **professional image** to clients (and draft your thank you letters!); give you time to **collaborate!**

A VA will... bring back that **work-life balance!**



About Virtually Does It

Katie Macdonald

I first created Virtually Does It in 2009 as a '[5-9 business](#)' to support self-employed professionals and small businesses in their administration, being able to use all my skills, initiative and creativity without the confines of a corporate job description! My aim is to continue to develop and support businesses tailoring my skills, insight and personal qualities to what they require when they require it.

With over 10 years executive personal assistance and office management in both the public and private sectors, it has been through motivation, and the flexibility and trust of those that I have worked with, that enabled me to become far more than a traditional personal assistant. This experience has not only allowed me to gain a high-level skills set in executive support, management and business administration, but to develop the professional skills that enable me to connect and build successful and mutually beneficial relationships.

Striving to be a leading figure in virtual assistance, I'd love the opportunity to see how I can work with you and your business.

Find out more about Virtually Does It here www.virtuallydoesit.com or send me an email katie@virtuallydoesit.com

What people are saying.....

"I've reached the point, very quickly, where I am saying "I don't know what I'd do without Katie". Think Personal Assistant, and then think again. No need to hire anyone full time. No need to sit in the same office. And Katie's a perfect example of this new, and invaluable, member of your team. Bright, professional, efficient, and totally trustworthy." [Ian Weightman](#)