3 Steps To Outsourcing Your Business With a VA

Step 1: Define Clear Processes

Think of who you are hiring...what are they skilled at?

- Admin work (excel/docs/wordpress management)
- Technical work
- Design work
- Marketing work
- Sales work

It is VERY difficult to find someone good on all of these parts.

The way you can find **QUALITY at a good price** is finding people good at ONE THING and being very clear.

List Out All Major Tasks Into a Spreadsheet / Doc (Brainstorming)

Use Google Docs (*FREE**)

*There is a free version, however we highly suggest you sign up for Google Apps for business. It's $5 USD a month per user, but well worth it for **scalability** and **control**.

Link: https://docs.google.com/

Use Jing Project (*FREE*)

For screenshots inside of the Google Doc SOPs.

There are other options such as Skitch by Evernote (*Mac, iPhone, iPad, and iPod Touch ONLY*) and Droplr.

Link: https://www.techsmith.com/jing.html

Use Camtasia   (*PAID but worth it - 199 USD*)

To double confirm the VAs can perform their task, I now make screencast videos and insert them in the beginning of my SOP documents.

Some people prefer to read and look at the step by step screenshots, but others prefer to watch a tutorial video. So why not put both in the same document and let them learn all they can?

After I write the SOP I record a video for the task, upload it to Dropbox, and then share the link at the beginning of the Google Doc.

Link: https://www.techsmith.com/video-editor.html

Step 2: Hire and Have Clear Onboarding

Once they get started you need to show them that you know what you are doing. Don't give them the first impression that you are uncertain or confused. That welcomes them to take advantage of you. Having systems in place right off the bat makes them know you are on top of your game and can handle this.

Have Them Sign a Contractor Agreement

Show them you are serious and committed to a long term professional relationship. This goes both ways because they want to trust that you will pay them every month and a contractor agreement does exactly that.

Link: https://goo.gl/m2DMYC

Onboarding Process (Full List of Tasks)

Once a new VA begins they are given a set of clearly explained tasks to accomplish to learn about the business, familiarize themselves with the tools used, and get acquainted with the team. This is essential in saving time and getting new VAs working together with everyone correctly.

Here are the **real tasks** I assign to VAs at my company (listed in a spreadsheet for this guide).
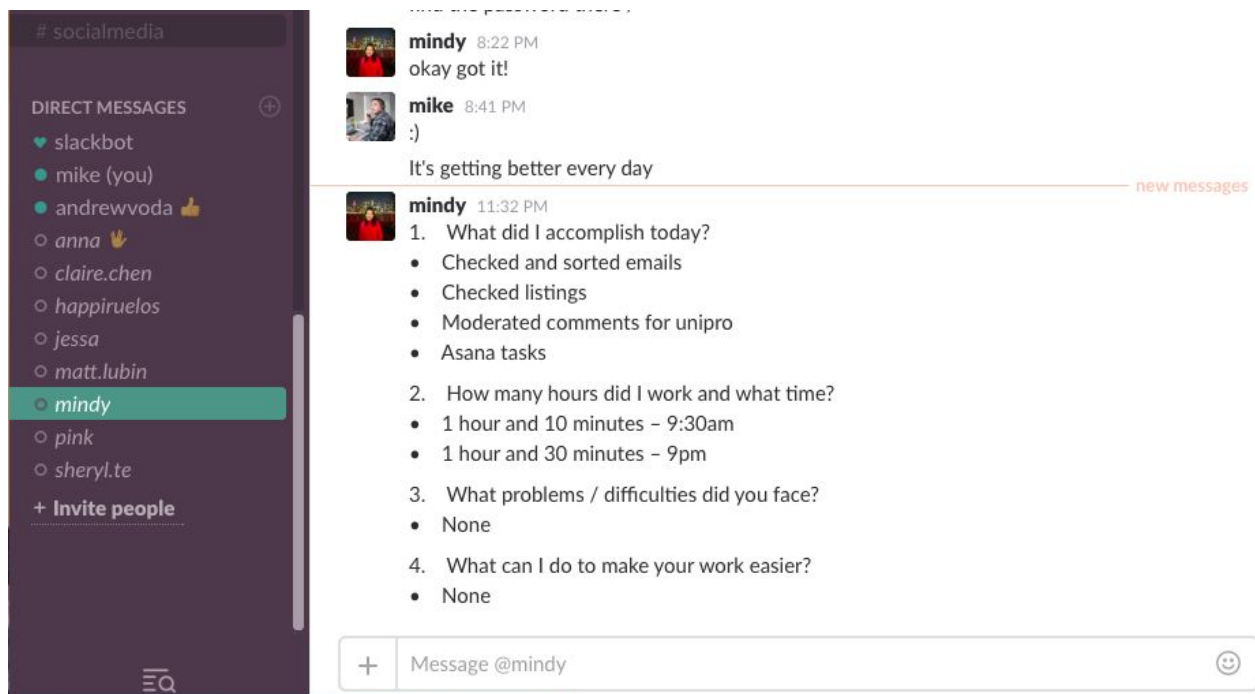
Link: https://goo.gl/sx1FWu

Step 3: Have Them Do Daily Check-ins and Provide Them Weekly Updates

Their Daily Check-in Formula:

1. What did I accomplish today?
   - Task 1
   - Task 2
   - Task 3, etc.

2. How many hours did I work and what time?
   - Hours worked and time range

3. What problems / difficulties did you face?
   - Problem 1, 2, 3, etc.

4. What can I do to make your work easier?
   - Comment 1, 2, 3, etc.

Your Weekly Update Formula

1. Start off with **something fun** that happened since the last update (be personable!). This helps to boost team morale and genuinely inspire others.

2. What We Accomplished Last Week…
    Try to "shout out" staff who really went above and beyond that week. If possible, include everyone. Do NOT be negative, it can seriously backfire (I made this mistake once!).

3. Our Main Initiatives This Week

4. Questions For You