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10 Tasks a VA can do to save you Time



By Corrie Petersen with www.virtualfreedom4you.com

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About the Author



Corrie Petersen

Corrie Petersen is a Virtual Assistant and Ghostwriter. She has owned Virtual Freedom 4 You since January of 2006 and Ghostwriter to the Rescue since mid 2008. She has a passion for helping others reach their business goals and dreams.

Corrie is married to Kevin and they have two wonderful and athletic boys. They love to go camping together and spending time together as a family.

If you are ready to hire a Virtual Assistant, you should visit her website at <http://www.virtualfreedom4you.com> and see what she has to offer. If you are ready to get started with e-books, special reports, or article marketing, you need to visit her site at <http://ghostwritertotherescue.com> and see her low prices.

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by Corrie Petersen



This special report is brought to you by Corrie Petersen with Virtual Freedom 4 You and Ghostwriter to the Rescue.

We hope you enjoy reading this special report and you learn some very valuable information from its contents.

Intro:

It's important to do some research and read testimonies regarding a VA that you are potentially going to hire. You want to make sure that you and your VA will work perfectly together or you will have problems later on. Most VA websites have a testimony page and link to their client's websites. You should consider taking the time to contact those people to get a feel for their work ethic and the type of person they are to work with. You should also consider signing an agreement with your VA that states you will try their services out for a month or two and then sign a full agreement if you choose to continue to use their services after that time.

Hiring a VA is a big business decision and shouldn't be taken lightly. This is a person that you are going to trust your business to and the outcome could be detrimental if you choose the wrong one. You should check with your VA on a daily or weekly basis to make sure they are doing ok with the tasks you have asked them to perform and ask if they have any questions or concerns.

To your success,

Corrie

This special report will show you how a Virtual Assistant can save you time with your business. With this time you can do a number of things. You can spend that time growing your business to a new level, you can do things that you would love to do that you currently don't have time to do, or you can spend it with your family. Ultimately the decision is yours to make.

If you have your VA work 10 hours a month for you, imagine what you could do with that 10 extra hours. You could add another service or new products to your business. You could give more presentations, teleseminars, or coaching sessions to your customers or clients. You could even attend a basketball or football game for your child or read them a bedtime story. Just imagine the possibilities!

This time saver special report will give you ten examples of things you can have a VA do for you and your business. This is a small list of ideas; you can come up with your own based on your needs and your business. Since each person and business is different, some may or may not work. This list will give you an idea of what VA's can do and you will be able to think about things in your business that a VA can do.

1. E-books

E-books are beneficial for any business. You can write e-books on topics that can and will help your target market. You can write e-books that are based on a product that you offer. The list is endless when it comes to E-books.

You can have your VA write the e-books for you or you can write them and your VA can edit it and put it into pdf format.

2. Special Reports

Special reports are a great way to attract people to your business. You can give them away to people that join your newsletter list, you can give them away to people that join your business, or you can give them away as a way to attract people to your site.

You can have your VA write the special reports based on topics you give or you can do the same as you did with the e-book and write it yourself and have your VA edit it and put it into pdf format.

3. Articles

Article marketing is one of the most important things a business owner should do. You should write articles that will help your target market in one way or another. You should base your articles on the needs of your customers, clients, or potential customers or clients. Helping them solve a problem or prevent a problem from happening is perfect for articles.

You can have your VA write articles for you based on topics you supply. This is about the easiest way to have your VA help you with articles. Your VA can do rewrites on articles you have already written or PLR articles you have purchased as well.

4. Article Submissions

When you have articles, you need to submit them to article directories. This is how you drive traffic to your site. Most article directories are free to submit to. You will need a title, bio, teaser, and keywords for most directories. I recommend you use ezinearticles.com and wahm-articles.com for two of your directories.

You can have your VA create accounts for a dozen or more directories and then each time you or your VA writes an article, you should submit it to those directories. Once the accounts are set up, it doesn't take very much time at all to get these submitted.

5. Press Releases

Press releases are a great way to tell the world about a new product or service that you offer. You can submit press releases online or offline. Both of which are good to do.

You can have your VA write your press releases if that is something she offers. If not, you can have someone else write it and your VA can submit it for you. Most of the press release sites require an account so your VA will need to spend a little time creating accounts. Then each time you have a press release written, your VA can submit it.

6. Blog posts

Having a blog in business is crucial. It's one of the easiest ways to put your business in front of customers or clients or potential customers or clients. You should blog on a regular basis. Anywhere from 3-5 days a week is good. You will need an RSS feed set up on your blog so your readers will receive updates via e-mail or their reader each time you update your blog. Blogs can be created for free at blogger.com and wordpress.com or you can use a paid service at wordpress.org and pay for hosting and your domain name.

Your VA can write your blog posts and post them to your blog after you approve them or she can post blog posts that you write and send to her. You may want your VA to add a picture to each post. A picture will grab their attention before the words will. You can have an account set up at istock.com and your VA can find the perfect picture and purchase it with your account after you approve it.

7. Newsletters

Newsletters are important in business as well. You should submit your newsletters on a weekly basis if possible. This is a great way to put your business in front of your target market on a regular basis. Your newsletter can contain links to products you recommend, teasers and links to articles you have written or ones that you feel are important, and you can highlight a product or service you offer as well.

You can have your VA write your newsletter based on topics or ideas that you send to her or you can write it and she can insert it into your newsletter software. I recommend constantcontact.com or aweber.com for newsletter software. These are the easiest to use and the prices are very reasonable. Your VA will log in to your account, add your newsletter information, and send a test for you to approve.

8. Website management

Website management can be very time consuming for anyone. It can take twice as long for a person that doesn't know how to do it or they are not familiar with the software.

If your VA has website management experience, she can add updates to your site, she can manage ads that are placed on your site, and much more. It's a good idea to ask your VA if she knows how to do this before hiring a web designer as they are much more expensive than a VA is to do the same job.

9. E-mail management

E-mails can take over your inbox if you let them. You can have certain emails sent directly to your VA instead of you. Give your VA a list of answers to questions that are commonly asked and then she can bypass you and get the person handled.

Your VA can handle questions regarding advertising on your site, she can set up the ads and send you all the details and you don't have to do any of the customer service side of it, or you can have your VA set up interviews for you to do on radio shows or if you have your own radio show, she can set up interviews with others for you to do.

10. Social media management

Social media is very important for an online business. This is a form of online networking. You need to build trust with potential clients or customers and one of the easiest ways to do this is through social media or networking. I recommend twitter.com and facebook.com for social media sites.

You can give your VA a list of topics to discuss and she can do this on a daily basis. Your VA should interact with people that are your friends or followers as well. This is another way to build trust. People don't want to hear all about you and your business. They want to talk with you and they want you to help them with a problem, but they don't want you to shove your business down their throats. Using your VA to do this is perfect and it's one less thing you have to worry about.

This list is just a small dent in the much larger list of tasks a VA can do for you to save you money. Yes, you will have to pay your VA to perform these tasks, but if you plan to use that time to grow your business, the fee your VA charges will be much less than the new income you will grow. The stress that will be lifted from your shoulders will be a huge benefit as well.

Sit down and make a list of all the tasks that you perform with your business on a daily or weekly basis. Then make a list of things you would like to add to your business or things you would like to do but don't have the time to do. Now combine the list and see what tasks you can give to a VA in order to reach the time needed to do the things you want. Now consider the price a VA charges and see if it would be worth it to hand those tasks to a VA in order to have the time needed to do those things. Remember, you can work with your VA on a month to month basis to see if it will work before you sign a full contract.

I just know that you will see the true benefits of using a VA once you work with the right one for a month or two. After a time you will find more and more things for your VA to do to help you have even more time. When you outsource tasks to your VA you can add more to your business and outsource that as well.

Outsourcing any type of task is worth it if you don't like to do it or you don't know how to do it. Outsourcing is a good way to make money while not performing any part of the task. How great is it to make money and not do anything. We all want that, don't we?

Now you know some of the benefits to hiring a VA and you know some of the tasks that they can perform. You should really consider hiring a VA today to help you make more money tomorrow.

