3 CRITICAL Steps TO TAKE Before HIRING A Virtual Assistant
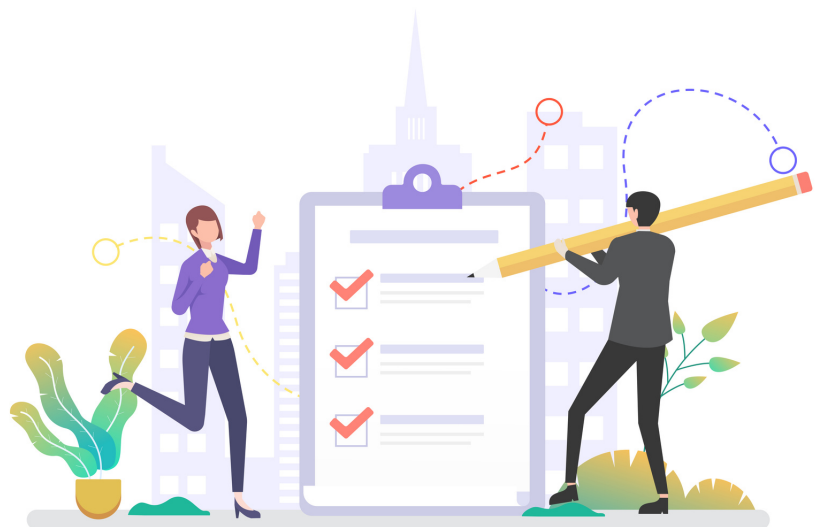
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Follow these 3 steps before you hire a virtual assistant:

What

Know what you're going to delegate.
- Track your daily tasks for 1 week.
- Decide which are tasks only you can do.
- Anything left can be delegated.

How

Know how you're going to start delegating.
- Capture processes with a video (we love Loom!)
- Create SOP's.
- Live training.

Who.

Decide who you will delegate to.
- Identify skills needed for the tasks.
- Identify software skills.
- Identify personality-type best supports you.

Kudos on taking the first step to hire your very own virtual assistant! And more importantly...what you need to do *BEFORE* you even get started!

Let's face it...the hiring process is daunting for everyone. You need to know where to look, how to screen candidates, how to onboard properly for success, and then...how to keep things running smoothly.

And...you're already at max capacity which is why you're looking for help in the first place, and now you have to fit all of *THIS* into your jam-packed schedule. What are you going to do?

Well, you just found your Happy Place! At Elite Virtual Assistants, we take the hassle out of hiring and want to share some of our little secrets with you. So, we've laid out the 3-steps that are critical to take *before* hiring a Virtual Assistant. Ready?

Step 1

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Know **WHAT** you're going to delegate.

- Track your daily tasks for 1 week (sample tracker below). You can also use an online time tracking system like Toggl or Clockify (make sure to keep good notes...it's only for a week!).
- Looking at your tracker, circle or mark the tasks *only* you can do.
- Anything left can be delegated!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:30 AM							
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							

Step 2

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Decide **WHO** you will delegate to.
- Identify what skills are needed for the tasks.
- Identify what, if any, software knowledge or experience is needed.
- Identify the personality-type that best supports you.

LIST IDEAS HERE ON WHO YOU KNOW THAT CAN PERFORM THE TASKS	LIST IDEAS HERE ON WHERE YOU CAN START SEARCHING FOR HELP

Step

3

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Know **HOW** you're going to onboard your Virtual Assistant.

- Capture processes with a video (we love Loom!), SOP's, live training, or a mix of both.
- Establish an onboarding process to ensure success.
- Create a checks and balances system to gauge performance and adjust as needed.

PROCESSES TO CAPTURE

ONBOARDING IDEAS

STEPS TO MEASURE SUCCESS

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Congratulations!

IF YOU FOLLOW THESE **THREE STEPS**, YOU'RE ON THE *RIGHT* PATH TO HIRING THE *RIGHT* **VIRTUAL ASSISTANT** FOR YOU!

And...if it still seems overwhelming, schedule your *free* Discovery Call by clicking the button below today and our experienced team will talk through any questions or concerns you have that are still lingering.

CLICK HERE