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Virtual Assistant - The Series: Become a Highly Successful, Sought After VA (Workbook Edition)

Kelly Poelker, Diana Ennen

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Virtual Assistant - The Series: Become a Highly Successful, Sought After VA sets the stage for starting, operating, and growing a successful and PROFITABLE virtual assistant business. The book covers all the business nuts and bolts including business and financial planning, pricing your services, billing, and setting up your business. Plus, it offers information on creating your web site, daily operational procedures and most importantly, how and where to find clients. The Workbook Edition is the perfect companion to the main Virtual Assistant - The Series manual allowing you to document the thoughts, ideas, actions, and necessary notes that you need to complete the various processes of your business start-up or re-vitalization. According to Randi Tucker Barr, owner of Your Professional Office and Instructor of the Virtual Assistant Special Topics course at Raymond Walters College - University of Cincinnati, "The students find the workbook invaluable. The content flows right along with the textbook making it comprehensive, clear, and easy to complete the process." Several students have commented that the Business Disaster Plan section alone is well worth the price of the Virtual Assistant - The Series bundle, which includes both the manual and the workbook.

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