

HOW TO USE THE VIRTUAL OFFICE SERVICE

Wondering how to utilise this service? Here's how:

1. Think about the job tasks you can delegate to the VA to free-up your time. (*See our listing for a guide.*)
2. Make a list of regular routine tasks, as well as season/occasional and current ones, new projects, one-off projects, on-going projects, etc.
3. Perform your own average assessment of the normal duration of these projects, where/if possible.
4. Ask your VA for her assessment as well as for a quotation. By so doing, you have a fair idea of how many hours you need to contract per week and per month. Retainer agreements usually run for three (3) months. That way you can always re-adjust your requirements upwards or downwards.
5. Spread your hours out in a more flexible manner. (Please note that these are not accumulative.)