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How To Work Effectively With A Virtual Assistant

Although most virtual assistants are skilled and capable of performing a wide-range of tasks, you still need to work with effectively with them to get the best value out of their services

by Lawrence Perry

LONDON, ENGLAND — (OfficialWire) — May 19, 2009 — Busy business executives really feel the difference in their performance between filling their work schedules to the brim to hiring a virtual assistant who can free up some of their time to allow them to focus on certain matters that really require their time and their energy. Now if you are a business manager who wants to enjoy the benefits of having a virtual assistant, remember to hire the best virtual assistant company you can find to save yourself the trouble of dealing with inefficient contractors. Now you should also remember that even with the best virtual assistant company working for you, there are still some things that you must do so you can maximize the benefits of employing a virtual assistant. Here are some tips that you can follow on how to effectively work with a virtual assistant.

1.) Keep communication lines open. Because the worker is not in your office, you must make sure that the VA can easily communicate with you through email or any other means. Virtual assistants are self-reliant and can work with minimal supervision but you still need to make sure that the VA can contact you if there is an urgent matter that he or she needs to discuss with you.

2.) Be clear with your goals and your instructions. If you want anything done by the virtual assistant, make sure you give clear and accurate instructions. For example, do not tell the VA to research the “top 50 retailers online” when what you really need is a list of top 50 online stores that sell shoes. Be specific, accurate and clear about what you want done. This way you avoid

miscommunication and the need to have a job redone. When you want a VA to create website content for you- discuss with the VA the kind of image you want to project and the kind of information you want the website to contain.

3.) Tell the VA when you want a task to be done. Set clear deadlines for any worker. When you set clear deadlines, the VA who is not reporting personally to you in the office can manage his/her time wisely.

4.) Know the skill sets of you VA. Capitalize on your virtual assistant's skills. Most virtual assistants although they are trained to perform a variety of tasks still have some sort of specialization that they are really, really good at. Take advantage of this skill. If you require a special skill for your business, make sure that you hire someone with that skill from the start. If you need someone to work on your accounting books more than you need someone to write sales letters for you, then tell the VA Company that you want a VA that is capable of performing accountancy and book keeping.