

# How To Become A Virtual Assistant

Work Online and Live Anywhere



## WHAT IS A VIRTUAL ASSISTANT?

- ☐ A virtual assistant perform specialized online tasks like website maintenance or social media management. The main qualities needed to get started working virtually are time management, organizational skills, flexibility, and a willingness to learn.
- ☐ Approximately two out Of three businesses rely on websites to connect with customers. And the numbers keep growing by the year. With this in mind, there is no doubt there will be a continuous need for online workers in the years to come.

## WHAT DO YOU NEED TO BECOME A VA?

- ☐ For those wanting to be a virtual assistant at home, the good news is that you need little to start. As you prepare your plan to secure work, it is important to have a decent computer and smartphone at a minimum.
- ☐ As your skills grow and you refine exactly what you do, you may also discover that investments in special programs, such as social media scheduling platforms. are necessary.

## VIRTUAL SERVICES IN HIGH DEMAND

- ☐ Email
  - ☐ This is one Of the most widely needed jobs and one that almost anyone can do. Everyone these days has an email address and, depending on the person, does or does not give it prompt and required attention.
- ☐ Data Entry
  - ☐ Data entry is often misconstrued as a tedious and boring task. Sometimes it is, and sometimes it is simply a matter of lacking the hours to perform a time-consuming job. Data entry can range from inputting sales numbers on a

spreadsheet to entering information about potential leads.

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Social Media

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Social media is key in today's world. If a business does not have it, they probably should. But it is a job that requires a little bit of knowledge to get right. The good thing is that a little research and work goes a long way. Even better, just about anyone can pick up on it rather quickly.

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