

# Preparing for a Virtual Assistant

what to do BEFORE you hire a Virtual Assistant (VA)

## Identifying Tasks for a Virtual Assistant

- ☐ Analyze each task you do to determine if it could be done by a VA
- ☐ When you find a task a VA could do, tag it in your task management system as #VA or #virtualassistant so you can find the task later
- ☐ Pull up all #VA tagged tasks to create a list of tasks you can assign to your VA

## Process Documentation and Training

- ☐ As you do each task now that is tagged for VAs, create a checklist on how to do the task to make it easier to train your VA
- ☐ Alternatively, you can use other forms of process documentation besides checklists. I find video process documentation to be particularly useful

## Task Management/Followup System in Place

- ☐ Have a task management system in place that lets you assign tasks to your VA, follow up and see your project status at a glance. You can use tools like ZenKit ToDo, Nifty PM, Teamwork, Trello or another system

## Too Busy for All This?

- ☐ No time to create documentation, find & train a VA? Hire one of Garland's VAs and let Garland take care of the training, supervision, and process documentation. Book a free consultation here: <https://captaintime.com/virtual-assistant-tasks-outsourcing/>

## More Help

- ☐ 4 Ways Video Delegation Increases Productivity <https://youtu.be/ZKGp6jN5PBM>
- ☐ Creating Checklist Templates using ZenKit ToDo <https://youtu.be/WAQ9jgZwkno>
- ☐ ZenKit ToDo Review - <https://youtu.be/36oqbVAdtBY>
- ☐ Nifty PM task management system - <https://niftypm.com?fpr=garland17>
- ☐ For more help and ways to connect with Garland "Captain Time", visit <https://linktr.ee/CaptainTime>

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