

# 4 Tips to Know What to Delegate to Your VA

Business & Marketing Guide in a Virtual Space

## DELEGATION

Delegation can expand your business and reach ten-fold. It just takes a little trust and patience to kick-start it all.

## SAVE TIME AND MONEY

identify what you want your VA to be able to do the first 7 days you work together, the first 30 days, 60 days and 90 days.

## VIRTUAL ASSISTANT

Hiring Virtual Assist USA comes with no sunken costs. There are no upfront fees, added rates or costs





# Table Of Contents

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**1**

Understanding the art of delegation and why its important. Take action today.

**2**

Tips on what to delegate to your virtual assistant. There are just so many tasks.

**3**

How to delegate the tasks once you have chosen them. Communication is key.

**4**

Getting started with your virtual assistant doesn't always happen over night.

# OUR COO's NOTE



DELEGATION CAN BE DIFFICULT BECAUSE IT PLACES RESPONSIBILITY INTO SOMEONE ELSE'S HANDS. WE GET IT. LETTING GO CAN BE HARD, BUT ITS ESSENTIAL IF YOUR COMPANY IS GOING TO GROW.

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For everyone out in the world who's curious about the virtual assisting realm we are here to provide insight! This issue will review delegation to an assistant that is in the virtual space. Executives are always reluctant to assign tasks to others and feel its just easier to 'do the task myself'.

The reality is that not delegating is hindering growth. Delegation can expand your business and reach ten-fold. It just takes a little trust and patience to kick-start it all.

Hope you enjoy this guide with your morning coffee or during a rather boring train ride to work. Subscribe with us to receive more like this. Cheers!



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Virtual Assist USA



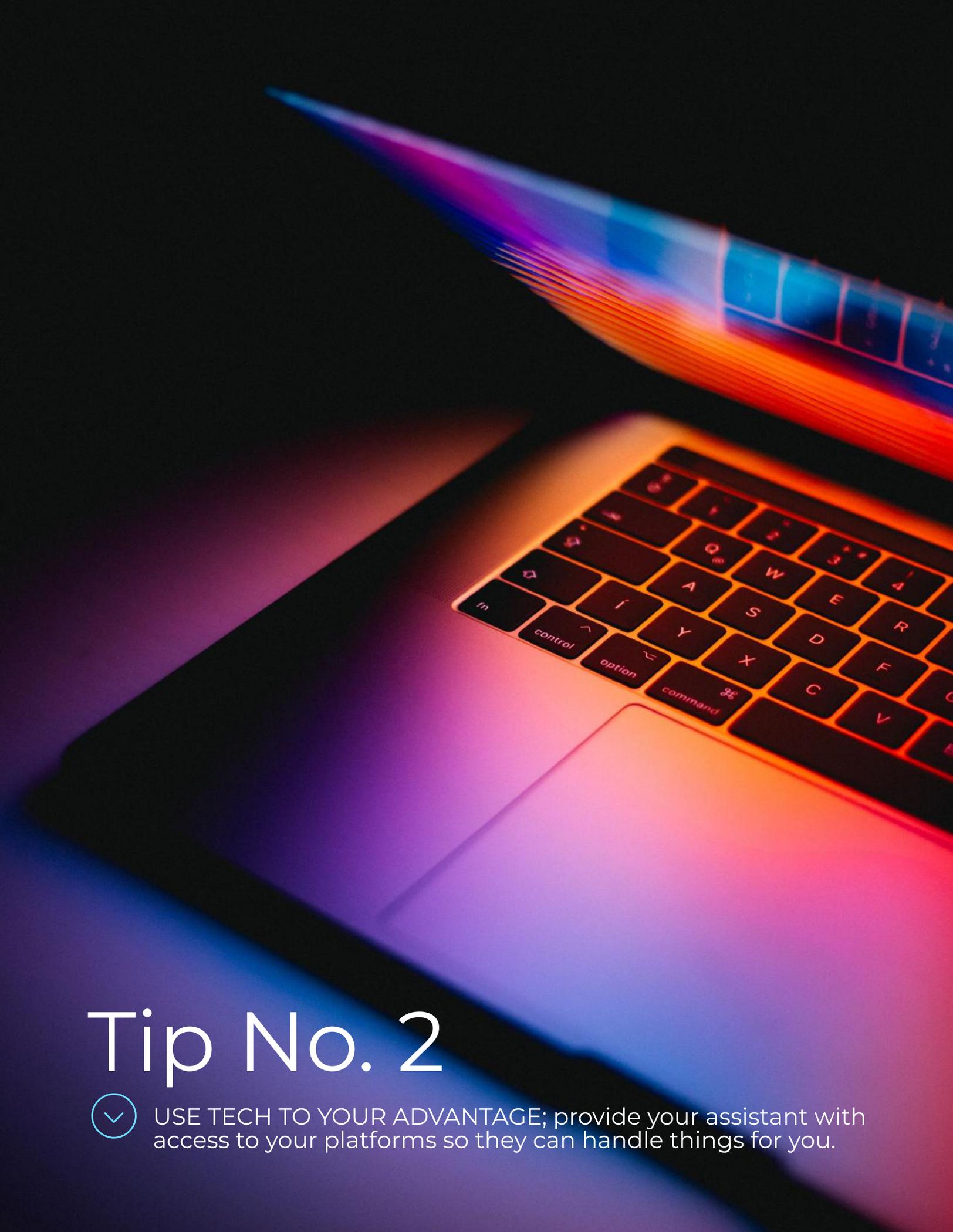
# 4 TIPS TO KNOW WHAT TO DELEGATE TO YOUR VIRTUAL ASSISTANT.

Delegating the right way can save you thousands of dollars a year, and grow your company at the same time. Using a virtual assistant saves money that accrues when hiring an employee. It also reduces liability and time spent training.

So now you that you want to delegate, what are you going to take off your plate?

Tip No. 1: Start by making a list. What routine tasks do you accomplish in one day. Some examples could be scheduling meetings, email sorting, responding to clients, making travel arrangements, doing research, manipulating a spreadsheet, entering invoice receipts, reconciliation, social media content and marketing, website updates, and so much more! The tip and trick is to think of tasks that are not high-level and start there. That is not to say that your assistant cannot strategize with you or provide suggestions, it is just not the best place to start.





# Tip No. 2



USE TECH TO YOUR ADVANTAGE; provide your assistant with access to your platforms so they can handle things for you.

# HOW TO DELEGATE CONT. TIP 3

Time, goal tracking, expectations, and spreadsheets.

Be strategic about setting a plan and milestones. Take the time to identify what you want your VA to be able to do the first 7 days you work together, the first 30 days, 60 days and 90 days.

What is absolutely critical for them to nail immediately?

You may want your VA to be able to write in your voice for social media content, which is an often-delegated task. Be prepared to set a reasonable deadline for this, such as within the first 30 days. To track these goals, your VA could make a spreadsheet that defines what the goal is, steps to reach the goal, and by when it should be completed. The spreadsheet may also state what the desired result of the goal is such. Recording the goals is what helps to measure progress.

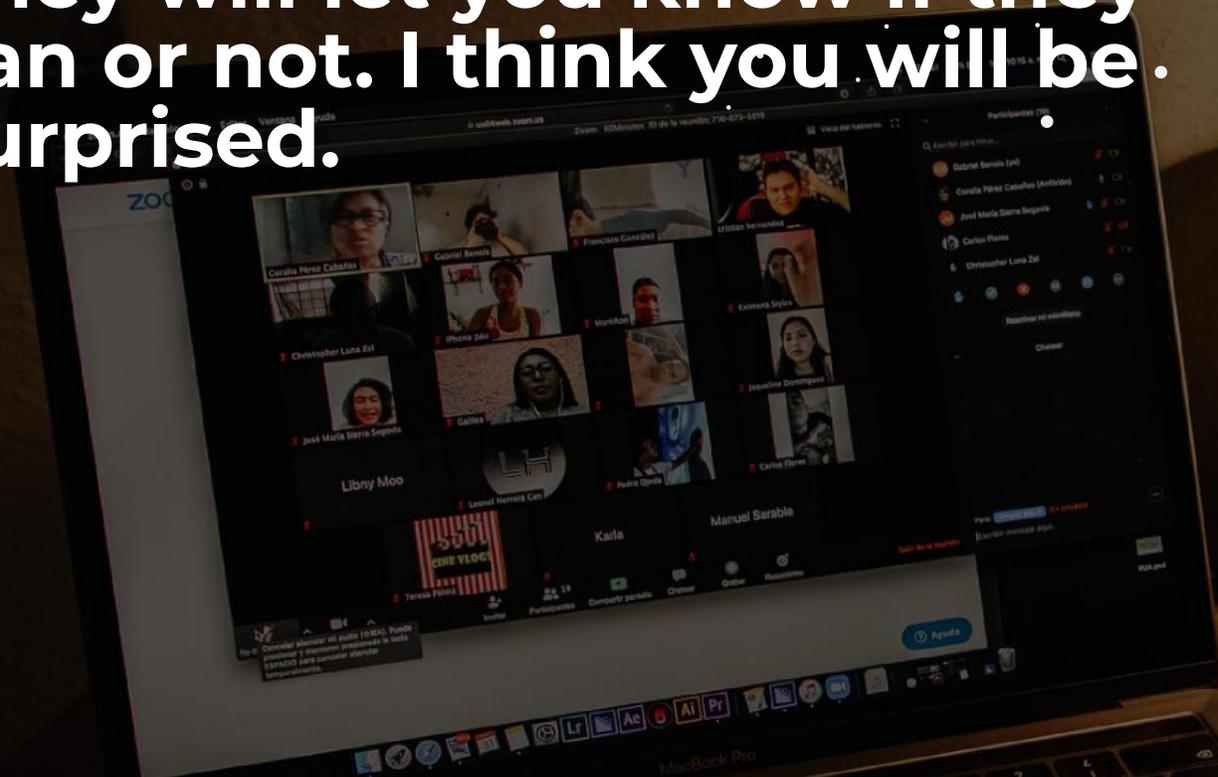
Keep in mind that you've been learning your job and perfecting your business for years. Develop a plan that phases in performance expectations for your VA.



# Tip No. 4

WHEN IN DOUBT: JUST ASK!

**You can start by just asking your VA if they can do a task. They will let you know if they can or not. I think you will be surprised.**



# VIRTUAL ASSISTING HAS EXPONENTIALLY GROWN OVER THE LAST TWO YEARS

IT COMES AS NO SURPRISE THAT WORKING VIRTUALLY SAVES MONEY.

We've included the comparisons below so that you can decide which option will be the best for you and your company. There are significant differences between risks, expenses, turnaround times, etc. The placement of liability, responsibility, and trust are also factors to consider when choosing which route to go for assistance.

Hiring Virtual Assist USA comes with no sunken costs. There are no upfront fees, added rates or costs. A freelancer's sunken cost comes from resources with onboarding programs. When hiring an employee, according to MIT, the average cost to maintain having an employee is 1.25 to 1.5 times base salary range- e.g. the cost range for a \$50,000/year employee might \$62,500 to \$70,000. These are large sunken costs that are the price to pay for having an employee on staff.

What will work best for you and your company?

