



Partnering Professionals

**VIRTUAL OFFICE DIRECT**

Bilingual Virtual Assistance

It is important to have an idea whether or not a VA might help you and your business. The following questions will help you work out if you might want to talk to me. If you don't know how to handle these issues with a VA, I will work with you to support you to create the environment you want to work in.

	1	2	3	4	5	
I am buried in admin; it takes up more than 10% of my time I feel disorganised and hurried						My admin takes up little or no time at all
I worry about my business if I am off sick or delayed						I am effortlessly organised and rarely in a rush
My bills and accounts receivable are all over the place						I have someone to cover for me in the event of an emergency
I find it difficult to find the time to do the things I enjoy						Bills are handled promptly and late payments are promptly followed up
I wouldn't know where to start delegating						I have plenty of time to have fun and be with my friends/family
I worry about paying for admin support						Delegation is easy and natural to me.
I can never find what I need						I make more money because I have admin support
My database is a mess and I don't know who is on it						I can lay my hand on any file within an instant
I am unclear about my priorities						My database is clearly laid out and regularly updated.
My work sometimes looks out of date and scruffy						It's obvious to me what I do best and what needs doing first
						My work is up to date, smart and well presented - always

**Shade in the areas that apply to you – if you have more shading on the left than the right, I can help you and your business.**

