



THE VIRTUAL ASSISTANT SERIES
EXECUTIVE LEVEL

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Reclaim Your
**FREEDOM WITH A
VIRTUAL ASSISTANT**

Reclaim Your Freedom with a Virtual Assistant
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Reclaim Your Freedom with a Virtual Assistant

By Steven Brough

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Introduction

In this book, we discuss streamlining your business operations through hiring Virtual Assistants (VAs), the pleasure of having travel arrangements addressed, getting outstanding invoices paid, and how this allows you to have more time. To help make all this a reality, we delve into tips for sourcing the right VAs for you.

1. Keep Your Day Running Smoothly with a Virtual Assistant

Does your daily to-do list keep growing? Do small day-to-day tasks prevent you from completing more important projects? Are you constantly frustrated, overwhelmed, and stressed trying to manage it all? If so, you should consider hiring a VA to handle some of these small, but necessary, daily tasks. Not only will you have more time to devote to bigger projects, but you will have more time during the day for yourself. With all this extra time, you could go to the gym, meet a friend for lunch, daydream, or even take a well-deserved nap.

Calendar and Email Management

Rather than spend valuable time during the day checking your calendar and email, why not let your VA do this for you? Give your VA access to your business calendar, and they can update personal and business appointments, schedule meetings, and mark important dates like your anniversary or your mum's birthday.

When changes to your daily or weekly schedule occur, your VA can simply send you an email or text message alert, which you can respond to as necessary. If you are on-the-go all day long, whether meeting with clients, traveling for business, or you need time to focus on a project, your VA will be available to update your calendar and schedule the time you need.

Realistically, this could easily save you 30 minutes or more each day, depending on your personal schedule.

The same applies to email messages. Your assistant can check your email throughout the day and alert you to any pressing issues or messages that require immediate