The Ultimate Virtual Assistant Business Starter Checklist
Welcome to your Ultimate Virtual Assistant Business Starter Checklist!

I created this resource after receiving the same kinds of questions in my inbox day in and day out from new and would-be virtual assistants. Most of them went something like this:

“There’s so much information out there about starting a virtual assistant business, but I just don’t know what to start with. What do I need to think about first? What do I DO first? I’m feeling overwhelmed!”

So I decided to create a very comprehensive checklist that not only gives you things in the order that you should work on them, but links to awesome resources so that you can make those steps happen. There’s something so satisfying about checking items off a list. You feel so accomplished!

If you have any questions while looking over these resources, feel free to email me at alicia@newvaadvice.com.

To your success,

~Alicia
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☐ Make sure that being a VA and running your own business is right for you:
  ➢ *Is a Career as a Virtual Assistant Right for Me?* (You received this one when you subscribed)
  ➢ *Getting Started Series Part 1: What is a VA and is Starting a VA Business Right for Me?*
  ➢ *Where to Start with Your Virtual Assistant Business*

☐ Think like a solopreneur:
  ➢ *Shedding the Employee Mindset*
  ➢ *What does it Mean to be an Independent Contractor?*
  ➢ *Work Past the Fear*

☐ Decide on your services and niche:
  ➢ *How to Turn Your Skills into Services*

☐ Decide on a target market:
  ➢ *Find Your Ideal Client* (You received this one when you subscribed)
  ➢ *Where to Find Clients Online and Offline*

☐ Figure out the legal biz details:
  ➢ Business structure: Sole proprietor, LLC or S Corp
  ➢ *Advice from Virtual Assistants Guide*
  ➢ *Advice on SBA.gov*

☐ Choose business name:
  ➢ *Advice on choosing a VA business name*
- **Purchase domain name:**
  - What is a domain name?
  - Namecheap
  - HostGator

- **Decide how you will keep track of taxes:**
  - Interview with TaxMama
  - Freshbooks

- **Configure your Rates:**
  - Pricing Worksheet
  - VA Business Starter Summit
  - What’s Your Worth?
  - Calculating Hourly Rates and Project Rates
  - Pricing and Packages

- **Set up separate bank account:**
  - Setting up Your Business to Receive Payments
  - How to Set up a Business Bank Account

- **Choose an Invoicing Tool:**
  - PayPal
  - Freshbooks

- **Set up Your Office:**
  - Create a work space/ office space
  - Office furniture
  - Computer, internet connection, hardware, software
  - Filing- offline option: filing cabinets; online option: Dropbox
Create a business plan:
- Business Plan info from SBA.gov
- Advice for a Simple Business Plan

Get Forms in Place:
- Contracts, policies, procedures

Set up hosting and website:
- Bluehost for hosting
- WordPress, free blog/website platform
- Free 28 day ecourse to learn WordPress basics
- Course on how to set up your VA website

Set up social media channels:
- A Beginner’s Social Media Guide by Social Media Examiner
- The Beginner’s Guide to Social Media by Moz
- Which Social Media Platforms Should You Use?

Connect with Community:
- VA forums
- VA resource websites
- Help for entrepreneurs

Marketing:
- Create marketing plan including online and offline measures
- Marketing Your Business Online ebook
- Business cards-VistaPrint
□ Keep learning and adding to your skill set:
  ➢ VA Classroom
  ➢ Virtual Assistant Forums
  ➢ The Techie Mentor
  ➢ VA Success School

□ General VA Resources:
  ➢ VA Business Starter Summit
  ➢ Become a Virtual Assistant ebook by Virtual Assistant Forums
  ➢ VA Helper Blog and Podcast

Want more great resources like these?
Stop over to newVAadvice.com and see what we have for you. Need some support and accountability to take action on this checklist? Click here to find ways that you can work with me.

About the Author
Alicia Jay started her journey as a work-at-home mom due to life’s crazy twists and turns. In a bad economy, she found herself laid off and pregnant. She developed her own virtual assistant business, Transcription e-Services, specializing in general transcription. She quickly gained the trust and respect of her clients and created a training program to teach others the skill of general transcription. Alicia decided to share her journey at newVAadvice.com in the hopes of helping other women interested in the virtual assistant industry who want to work from home, make a living, spend time with their families and schedule their work around their lives.

If you’d like to connect with her, reach out on social media:
  Google+
  Facebook
  LinkedIn
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