

# Finding an Online Virtual Assistant - Your Guide to Making a Good 'Virtual' Business Decision

By [Stacey Taylor](#)

A good online virtual assistant can help you complete tasks that you would normally delegate, and at a lower cost than a traditional employee. You do not have to pay benefits for a VA, or provide vacation pay. You can pay a VA by the hour, and even hire a VA for a single hour or two. Many VA's do not have a minimum amount of hours required for any particular job.

But, despite these advantages, many people still balk at the prospect of using an online virtual assistant. That's because many people just do not ask themselves the proper questions before trying to find a virtual assistant. Below are some questions that you need to consider before trying to contact a VA - you need to be organized when you start looking for an online virtual assistant.

- What kind of project do you need completed? Ensure that you carefully document the tasks that you need completed before starting your VA search. This will allow you to easily communicate with your potential VA.
- How much can you budget for a VA? How many hours a week/month will you need your online virtual assistant? Try and provide an accurate assessment of the amount of hours that you can give to your online VA.
- What is your time worth? Do you think this is a strange question? It is extremely important to know how much your time is worth before hiring a VA. You can then figure out how much money you can potentially save/earn by utilizing an online virtual assistant. For example, if you make \$150 an hour, and you hire a VA to complete tasks for you at \$40 an hour; instead of losing an hour and making nothing, you are able to pay out \$40 an hour and bill another hour to a customer at \$150 an hour. Instead of making nothing and having to complete a task that a VA can handle, you can make more money!

After answering these questions, you can begin your search for an online virtual assistant. A professional website can act as a barometer for your VA search. Once you have found some VA websites, you need to carefully examine them for certain elements....

- Is there a Privacy Policy or Terms of Use? Scroll all the way to the bottom of the website. Can you see links containing a privacy policy? Ensure that the VA will not sell your information to any third-party.
- Does the online virtual assistant belong to any organizations or associations? A lot of VA's will belong to an association. An example is the CVAC (Canadian Virtual Assistant Connection). Does the VA belong to any local Chamber of Commerce? Membership in associations and organizations provides legitimacy to a VA!
- Are the rates and services listed? Listing rates adds a lot of credibility to a VA website. Many people have been ripped off by VA's who charge ridiculous rates for

poor service. Make sure you are clearly aware of the VA's capabilities and you have a good idea of the rates for their services. A good online virtual assistant will have a transparent business - what you see is what you get!

A good VA can really help to improve productivity for your business. You can cut costs and increase your output by finding a great virtual assistant. On the other hand, a poor online virtual assistant can cost you time, productivity and money. Make sure that you search for certain characteristics when trying to find a VA and ask yourself the proper questions before beginning your search.

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<http://www.myrighthandva.com/>

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