

VIRTUAL ASSISTANT ONBOARDING



CHECKLIST

- ☐ **Step 1:** Be Clear About Your Objectives
- ☐ **Step 2:** Itemize The Tasks That Are More Likely To Help You Achieve Your Objectives
- ☐ **Step 3:** Clearly Describe The Benefits Of The Tasks
- ☐ **Step 4:** Describe The Tasks In Writing
- ☐ **Step 5:** Streamline Each Task's Operations
- ☐ **Step 6:** Try Out The Task Yourself And Find The Most Efficient Solution
- ☐ **Step 7:** Try To Remove All Complexity From Each Task Step
- ☐ **Step 8:** Write Step-By-Step Instructions With Clear Examples
- ☐ **Step 9:** Make Sure Your Instructions Are Clear Regarding Deliverables
- ☐ **Step 10:** Hit All The Major Freelancing Platforms And Post Your Ad
- ☐ **Step 11:** Try Out Several Contractors
- ☐ **Step 12:** Compare Contractors' Results
- ☐ **Step 13:** Pick The Most Scalable Contractor