From Admin to VA!

Developed and Presented By:
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What IS a Virtual Assistant?
What does a VA do?
Benefits of Being a VA

1. You’re the boss (sort of)
2. Set your own hours
3. In control of your money
4. Flexibility to work from anywhere
5. Satisfaction
6. Control your industry
7. Avoid commuting time
8. Savings on car and clothing expenses
9. No more office politics
10. Freedom and independence
Cons of Being a VA

① Unreasonable expectations by clients
② No such thing as a typical day
③ Clients don’t give you all the info you need
④ Work/Life balance
⑤ Start up costs
⑥ Lack of sick time/vacation
⑦ Constantly marketing
⑧ Requires constant dedication/discipline
⑨ Lonely
⑩ Always learning (no easy resources to help)
Let’s Talk MONEY!

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Pitfalls to Avoid

• Working too hard / or not enough
• Conflict of interest
• Tax and insurance
• Your digital footprint
• Being too casual/cheap
• Computer disasters
• Contracts
• Create a vision plan
• Assuming you’ll get referrals
Where to Get Business

- Sites:
  - Upwork.com
  - Timeetc.com
  - Indeed.com
  - Freelancer.com

- Networking
- Sales
- Past employers
- Friends
- Job Boards
UGH!
Next Steps if You Are Ready!

STOP
being afraid of
what could go
wrong and
think of what
could go right.

QUOTEDIARY.ME
Next Steps if You Are Ready!

8 Weeks to your own VA Business!

- Weekly pre-recorded webinar *(listen at your convenience)* delivered on Wednesday morning
- LIVE call Tuesday 8:30pm ET *(starting March 21) (recorded)*
- Expert VA on Call – will be available for all live calls
- Private Facebook group for paid members only
- Access to six-month “Fast Track to Success” audio program *(sells for $197 for this alone)*
- Pay in installments or pay in full

$397US
Next Steps if You Are Ready!

8 Weeks to your own VA Business!

• Getting clients
• Creating target markets and niche marketing
• List building
• Website basics
• Marketing strategies
• Pricing
• Networking
• Professional isolation

• Balance
• RFP sites
• Vacation policies / Sick time etc.
• Documents and contracts
• Expectations
• Difficult Discussions
• Live Q&A on EVERY call
If you would like to receive monthly tips and motivation to do your job and live your life more effectively, please send an email to Rhonda@on-the-right-track.com with the word Subscribe in the subject line.

Good luck, and continue to stay ON THE RIGHT TRACK!

For my latest FREE Four-Part webinar series go to: www.FastTrackToSuccess.org