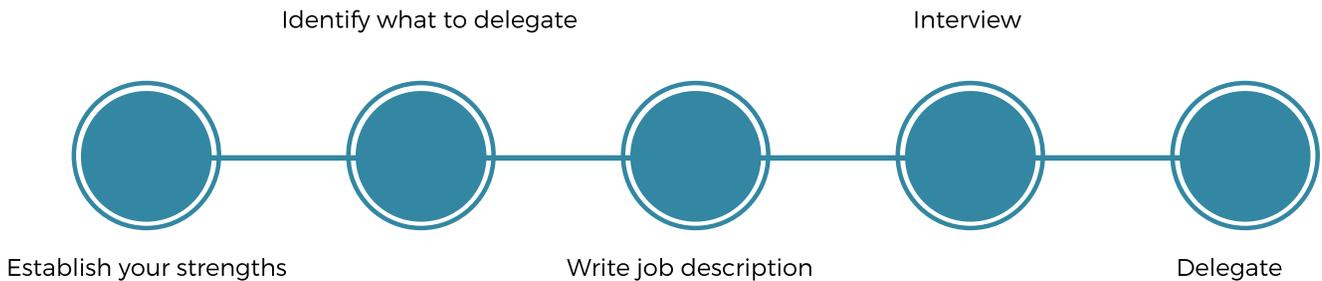


How to Hire

A Virtual Assistant



Watch the video training that accompanies this doc: <https://www.jenhickle.com/how-to-hire>

STEP 01

1. Consider personality

- Hire someone to fill in your weaknesses.
- But also someone who is not your complete opposite.

STEP 02

2. Start Slowly

- Make sure you work well together.
- You can do a trial run of 60 or 90 days.

STEP 03

3. Use Different VA's For Different Tasks

- Some are better for creating graphics and posting on social media
- Others are great at Facebook ads and systems.

STEP 04

4. It Will Take Time to Train & Adjust

- Push through the discomfort!
- Be patient

STEP 05

5. Give VA's Recurring Tasks

- Social media posts
- Mailchimp lists
- Newsletters

How to Hire

STEP
06

6. Use Clear Channels of Communication

- Todoist
- Slack

STEP
07

7. Hire Sooner Than You Think.

- Don't wait until you are absolutely drowning.
- Look ahead to how you could grow with a VA.

STEP
08

8. Hiring VA's Will Make You Money

- They are an investment, not just an expense.
- Ask yourself: "How much time will be freed up to get new clients if I'm not doing the VA tasks?"

Push through the Fear

Most people will never scale their business because they are scared to hire. However, if you continue to do everything in your business, you will burn out.

Burnout can result in health challenges, stress in your life and on your family, and may even result in closing your doors! At the bare minimum, you cannot scale and grow without delegating the tasks that are pulling you down! You may be able to stay small, but you now own a job that you can't take a vacation from. (Not a dream come true!)

Many business owners try hiring once or twice and get burned, only to take the tasks back because it's just not "worth it." Success happens when we learn from past mistakes and have the courage to try again!

Getting a personalized VA match can cut through years of trial and error. If you need coaching and guidance around hiring and delegating, let's talk: www.jenhickle.com/lets-talk. It is my honor to support you and help you succeed!