



# THE VA JUMPSTART ROADMAP

Step-by-Step Guide to Launch Your  
Virtual Assistant Career

[www.lisasabala.com](http://www.lisasabala.com)



# Welcome to the Journey

Starting your Virtual Assistant journey can feel overwhelming. You might be overthinking: *"Can I really do this?"*  
*Where do I find clients?"*

That's why I created this 14-step roadmap. To take away the guesswork and stop the overthinking. This is your launch checklist; no fluff, just the essentials to get you from "doubting" to "hired."

Follow these steps in order. Don't overthink it. Just do them.



# Step 1: Create Your Professional VA Email

Your first step is your digital identity.  
You need a professional Gmail address.

- ✗ **Don't use:** Names of your pets, your ex, or "cute" nicknames
- ✓ **Do use:** Your real first and last name (e.g., firstname.lastname@gmail.com).
- ✓ **If taken:** Try scrambling them (e.g., lastname.firstname@gmail.com).



# Step 2: Set Up Your Payment Gateway

You are now a business owner, so you need a way to get paid.

- ✓ **Action:** Go to [PayPal.com](https://www.paypal.com) and sign up for a Business Account.



- ✓ **Why Business?** You are providing a service for profit.

- ✓ **Future Note:** Later on, you can explore *Wise* or *Payoneer*, but start with PayPal as it's the most widely accepted.





# Step 3: Create a Zoom Account

Professionalism means moving away from FB Messenger for interviews.

✓ **Action:** Sign up for a free account at [Zoom.com](https://zoom.us) using your professional VA email.

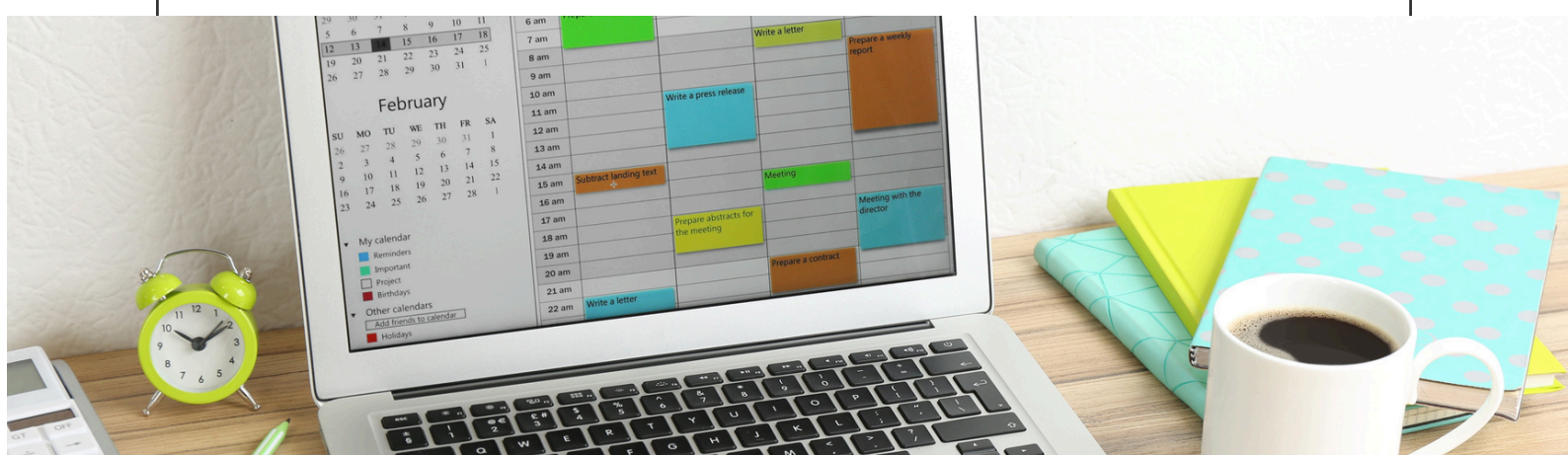
💡 **Pro Tip:** Install the Zoom app on your computer so you are ready the moment a client invites you to a video call.



# Step 4: Set Up a Booking Calendar

Avoid the "What time are you free?" headache across different time zones.

- ✓ **Action:** Create a free account on [Calendly.com](https://calendly.com).
- ✓ **Sync:** Connect it to your Zoom and Google Calendar.
- ✓ **Note:** Your Gmail address has automatic access to Google Calendar. Use that for this step.
- ✓ **Result:** You simply send your Calendly Booking link, and the client picks a meeting time that works for both of you.





# Step 5: Create a Canva Account

Canva is your "easy-to-use" design best friend for resumes and client tasks.

- ✓ **Action:** Go to [Canva.com](https://Canva.com) and sign up using "Continue with Google" for your VA email.
- ✓ **Stay Free:** You don't need the Pro version yet; the free plan has everything a beginner needs.



# Step 6: Profile Branding & Professional Photo

Consistency builds a brand. You need one professional photo for all your accounts.

- ✓ **The Shot:** Use a tripod or ask a friend, no selfies.
- ✓ **The Look:** Wear a decent, collared shirt against a clean, organized background.
- ✓ **The Vibe:** Smile! Look approachable and human.
- ✓ **Consistency Check:** Now, upload this photo as your profile picture on every account you just created:

- a. **Gmail** (Step 1)
- b. **PayPal** (Step 2)
- c. **Zoom** (Step 3)
- d. **Calendly** (Step 4)
- e. **Canva** (Step 5)

# Step 7: Prep Your Resume Content with AI

Don't write from scratch. Use [Gemini](#) or [ChatGPT](#) as your assistants.

- ✓ **The Rough List:** List all past experiences, even if you were a saleslady, a student leader, or a fresh grad.
- ✓ **The Audit Prompt:** Use this specific prompt for the best results:

*"Act as a professional resume writer. I am a [Fresh Grad/Career Changer] transitioning into becoming a [Insert Niche, e.g., Social Media Management] Virtual Assistant. Rewrite my experience below to highlight my ability to handle digital tools, follow instructions, and support a business owner. Use strong action verbs. My experience: [Paste your list here]"*

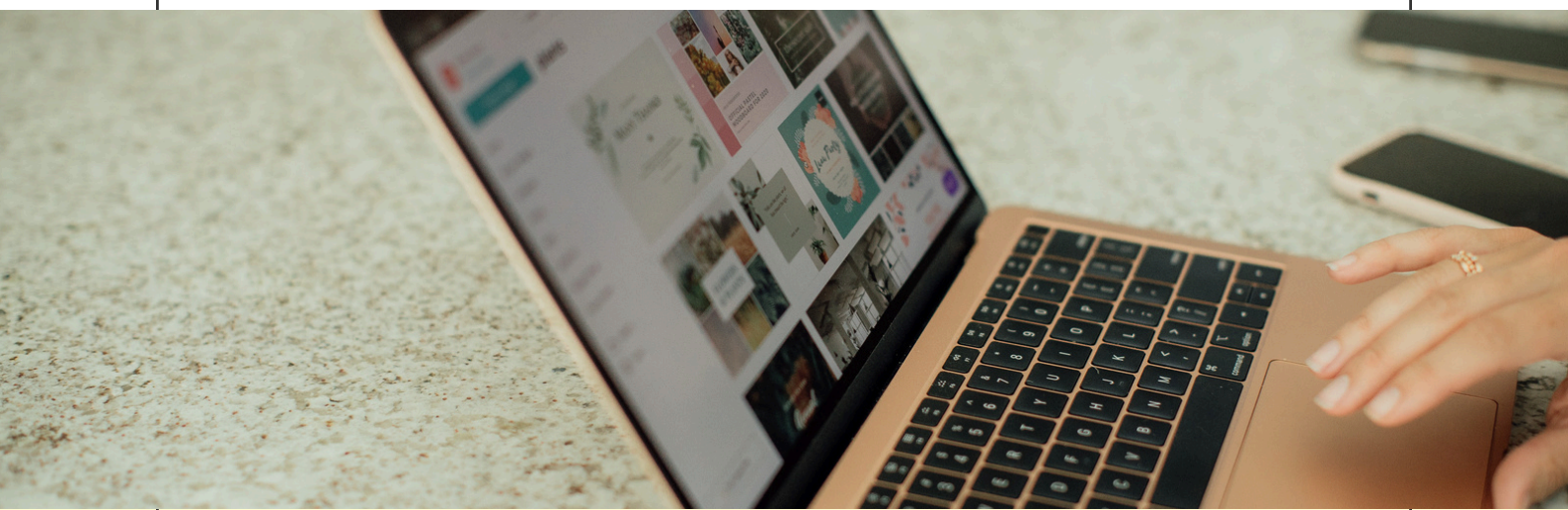
- ✓ **Crucial:** Always edit the output to ensure it is ethical and true to your actual experience.



# Step 8: Design Your Resume on Canva

Now, put that polished content into a visual format.

- ✓ **Action:** Search for "Professional Resume" templates in Canva.
- ✓ **Details:** Use your photo from Step 6 and your content from Step 7.
- ✓ **Include:** Add your professional email and your Calendly link so clients can book you instantly.
- ✓ **Format:** Export/Download as a PDF.



# Step 9: Set Up Your OnlineJobs.ph Profile

It's time to enter the market.

OnlineJobs.ph is the largest board for Filipinos.

✓ **Action:** Sign up and fill out your profile completely.

✓ **Uploads:** Use your professional photo, your VA email, and your new PDF resume.

✓ **Warning:** Be alert for scammers. If an offer seems too good to be true, trust your gut.

✓ **Suggested sites:**

## **Job boards**

(OnlineJobs.ph, Virtual Staff Finder)

## **Freelance sites**

(Upwork, Fiverr, Freelancer.com)

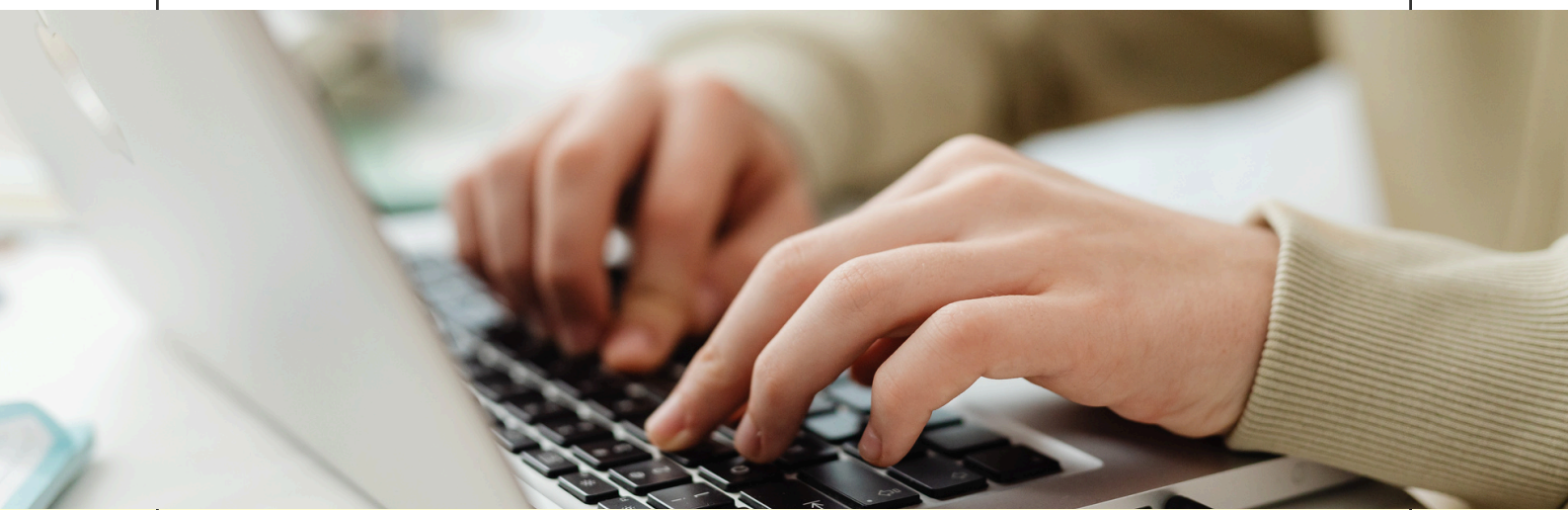
## **Social media groups**

(Facebook VA groups, LinkedIn posts)

# Step 10: Create an Application Tracker

Don't apply blindly. You need a system to monitor your progress.

- ✓ **Action:** Use Google Sheets to track which companies you've applied to.
- ✓ **The Template:** You can snag my free tracker here: [www.lisasabala.com/tracker](http://www.lisasabala.com/tracker)
- ✓ **Why?** This prevents you from applying to the same company or client twice and helps you know when to follow up.
- ✓ **Rename:** Always save a copy of your tracker to your own Google Drive.





# Step 11: Job Hunting (Prospecting)

Start your daily "hunting" routine on job boards.

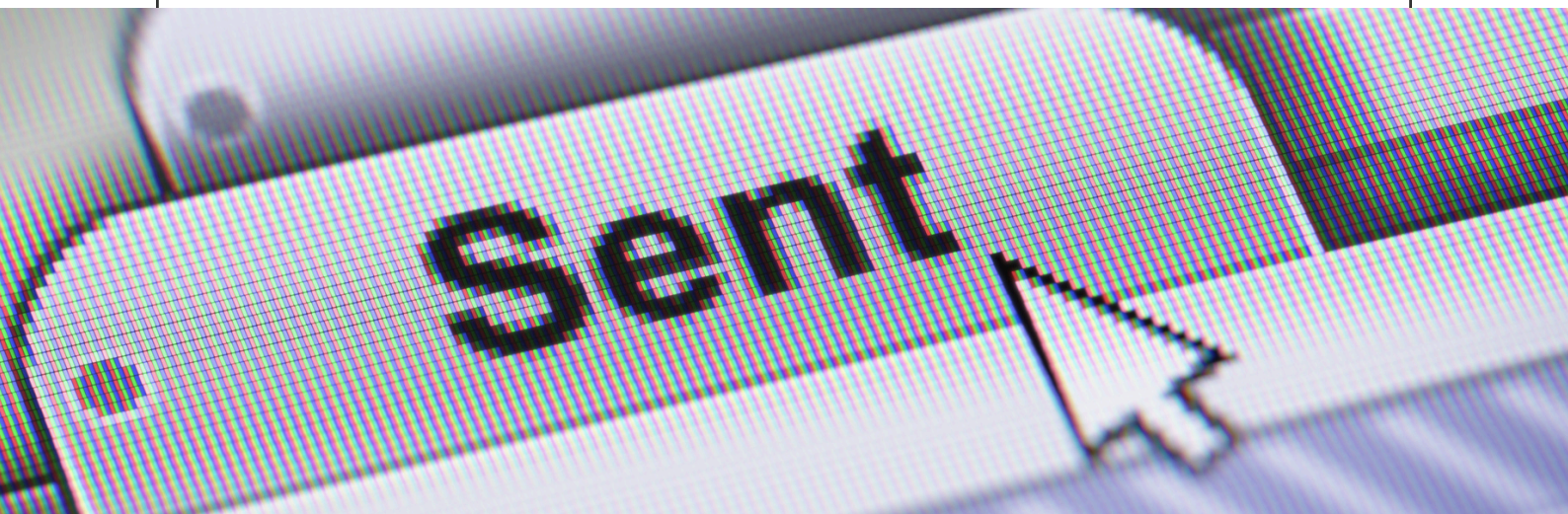
- ✓ **The Goal:** On OnlineJobs.ph or any VA job board, pick 3 to 5 job offers today that feel like a good fit.
- ✓ **Don't Apply Yet:** For this step, just gather the data, Job Title, Company Name, and the Link.
- ✓ **Log It:** Put these prospects directly into your [Google Sheets tracker](#) from Step 10.



# Step 12: Send Your Applications

Now we send the message. Every application needs a Cover Letter.

- ✓ **The Process:** Use the [VA Job Application Tracker](#) (Google Sheets) template from Step 10 to generate AI prompts for your cover letter based on the job description and your resume.
- ✓ **Edit & Finalize:** Take the content generated by the AI and edit it for a human touch! You are the final check.
- ✓ **Update:** Once sent, mark the status as "Sent" in your tracker with the date.

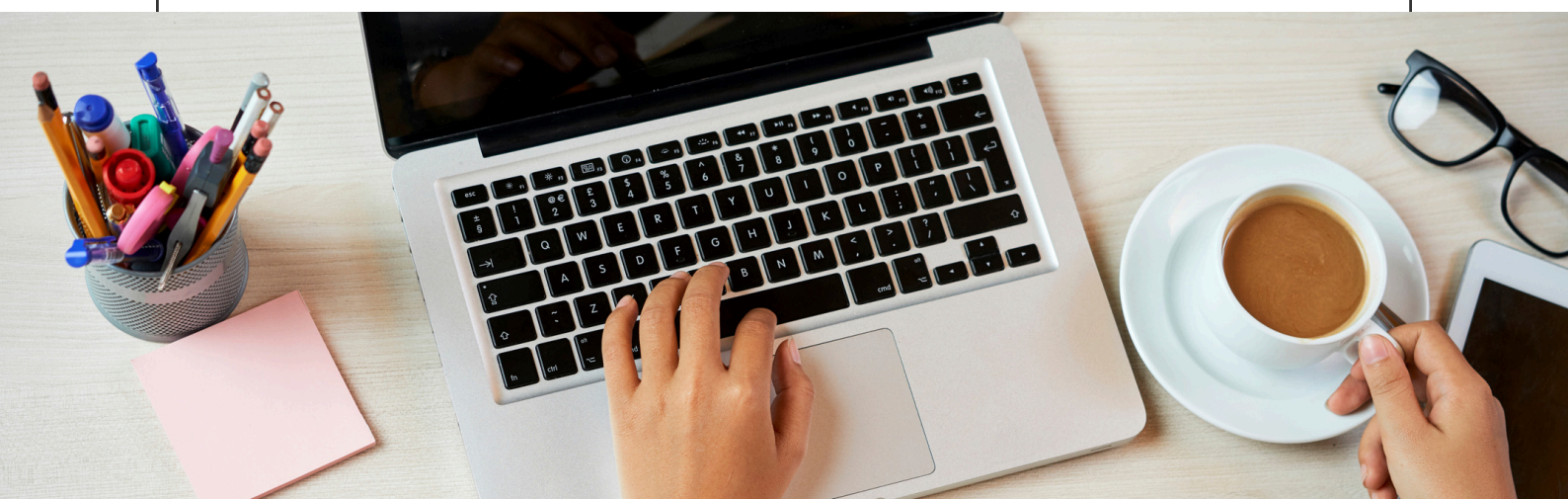




# Step 13: Check In and Follow Up

The "morning after" routine.

- ✓ **Monitor:** Check your email and OnlineJobs.ph messages for replies.
- ✓ **The Tracker Clarity:** Use the [Google Sheets tracker](#) created in previous steps to manage your invites.
- ✓ **Action:** If you get an invite, change the status to "For Interview." If it doesn't go well, write down "Remarks" on what you can do better.
- ✓ **Repeat:** Go back to Steps 11 and 12 every single day until you are hired.

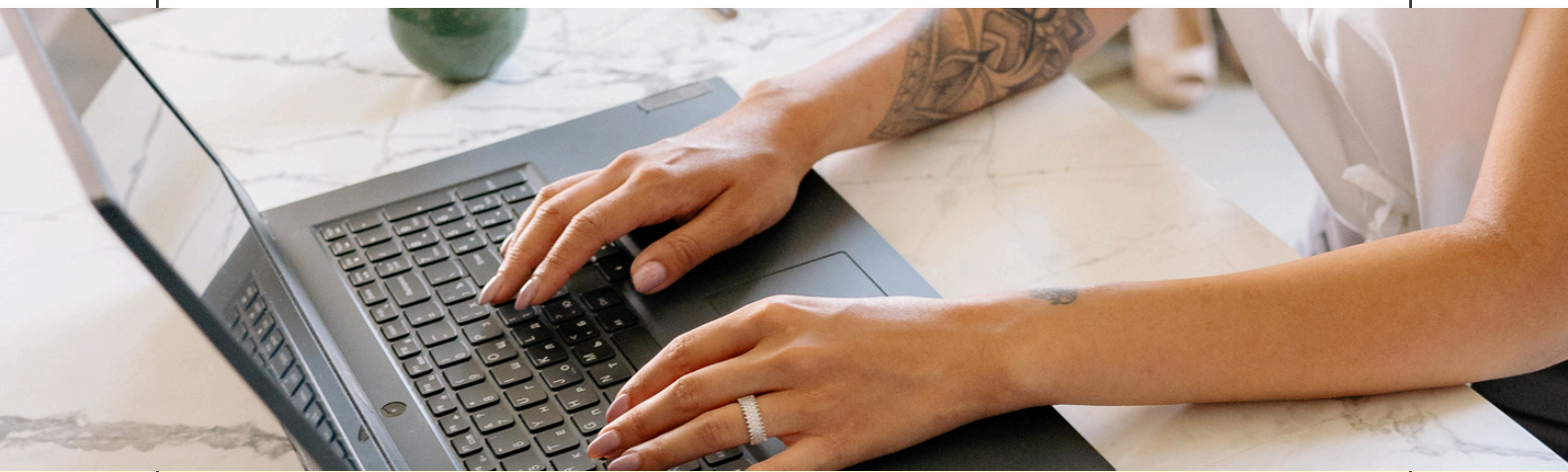




# Step 14: The 3-Hour Discipline

Success is built through daily habit.  
Set aside 3 hours every day (Mon-Fri).

- ✓ **Hour 1:** Steps 11, 12, and 13 (Hunting, Applying, Tracking).
- ✓ **Hours 2 & 3:** Skill Building. Go to YouTube and learn tools like Canva, CapCut, ClickUp, or Trello.
- 💡 **Competence** leads to **confidence**.  
The more you learn,  
the **readier** you become.



## You have officially crossed the finish line of this roadmap!

Take a moment to look at what you've built: your professional identity is live, your payment accounts are ready, and your first applications are now in the hands of potential clients.

### Why You Should Be Proud:

- **You chose action over overthinking:** Most people just dream about starting; you actually followed the steps and did the work.
- **You've conquered the "fear factor":** You proved that fear doesn't pay the bills, taking action does.
- **You are now "Client-Ready":** You have the email, payment accounts, booking link, resume, and tracker that professional VAs use every day.

### The Best Is Yet To Come

I promise that once you receive that first payout in your PayPal account, every minute you spent on these 14 steps will feel completely worth it.

I am rooting for your success!



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*Join my Free Road to VA Life Bootcamp*