



**GETTING  
STARTED AS A  
VIRTUAL  
ASSISTANT**  
*Checklist*



# Getting started as a VA Checklist



## General Business Setup Checklist

Decide on a name for your business

Setup and register your business

Design your logo and create your brand guidelines

Optimise your social media profiles

Invoice Template created

VA Contract ready and branded

Setup on chosen platforms like Facebook, Instagram and LinkedIn

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## ESSENTIAL Software and Accounts to Setup:

Linktr.ee

Payment gateway

Calendly / Meeting link

Gmail account, Google Calendar and Google Drive

Toggl / Time tracking software

Canva

Facebook META and LinkedIn Scheduler

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**IMPORTANT Software to implement in your business that will also help you in learning the skills you need.**

*Note these are not critical to have immediately but good to start learning while you are networking and finding new clients*

Task management software

Google Sheets, Docs, Slides and Forms

Communication Tools such as Slack

Email Marketing Tools such as ConvertKit

Sales pages and funnels software

Courses and Memberships software



*"Failing to plan is planning to fail"*

- Benjamin Franklin