

Services TO OFFER AS A VIRTUAL ASSISTANT



How do I know what services to offer as a Virtual Assistant?

I know how you feel, I get it. If you have never worked in this space you probably are thinking how the heck should I know what to offer.

So, let's simplify this for you. First, we really want to leverage the skills you have already developed over the years based on your career history, but also, you want to be working on tasks you enjoy!

There is no real point in data capturing if you are so good at it but absolutely hate it!

So over the next pages there are loads of different services you can offer as a VA. Take your time and evaluate each service category in 2 ways: your current skill level and how much you love to do this.

ADMINISTRATIVE EXCELLENCE

COMMUNICATION MASTERY

RESEARCH AND ANALYSIS

CONTENT CREATION

PROJECT COORDINATION

PERSONAL ASSISTANCE

FINANCIAL MANAGEMENT

SPECIALISED SERVICES



Now, time to rate yourself in these areas. First, look at what your skills or ability is in these areas and also what is your desire to want to perform these tasks. 0 - No skill or desire and 5 - Very skilled or passionate



Administrative Excellence:

RATING
SKILL DESIRE

Email Management:

Keep inboxes organised, respond promptly, and filter important messages.

Calendar Management: Schedule appointments, set reminders, and coordinate events seamlessly.

Data Entry: Accurately input data into spreadsheets, databases, and management systems.

Travel Arrangements: Book flights, accommodations, and transportation with precision.



Communication Mastery:

RATING
SKILL DESIRE

Customer Support: Provide stellar customer service by addressing inquiries and resolving issues.

Phone Calls: Handle calls on behalf of clients, taking messages or providing information.

Social Media Management: Create engaging posts, reply to comments, and maintain a vibrant online presence.





Research & Analysis

RATING
SKILL DESIRE

Market Research: Gather valuable insights about competitors, trends, and industry developments.

Content Research: Collect reliable sources and information for articles, presentations, and projects.

Data Gathering: Compile and organise data from diverse sources for informed decision-making.



Content Creation

RATING
SKILL DESIRE

Writing: Craft blog posts, articles, newsletters, or social media content that captivates and informs.

Graphic Design: Design eye-catching visuals, infographics, and promotional materials.

Video Editing: Edit and enhance video content for a polished and professional touch.



Project Management

RATING
SKILL DESIRE

Task Management: Coordinate tasks and assignments, ensuring projects stay on track.

Project Tracking: Monitor progress, update stakeholders, and ensure timely completion.





Technical Support

RATING
SKILL DESIRE

Website Management: Update content, manage plugins, and ensure the smooth functioning of websites.

Basic Coding: Make minor adjustments to websites or software using coding skills.

Software Proficiency: Utilise software tools like Microsoft Office, Google Suite, and project management software, along with loads of other online softwares that you can specialise and be proficient in.



Personal Assistance

RATING
SKILL DESIRE

Online Shopping: Find and purchase items online based on client preferences.

Reminder Services: Send timely reminders for important tasks, events, and appointments.

Health and Fitness Tracking: Monitor workouts, meals, and wellness routines.



Language & Translation

RATING
SKILL DESIRE

Translation Services: Translate documents, emails, and content between languages accurately.

Proofreading and Editing: Review and polish written content for grammar, spelling, and coherence.



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Financial Management

RATING
SKILL DESIRE

Expense Tracking: Monitor and categorize expenses to assist with budgeting.

Invoicing: Create and send professional invoices to clients.



Specialised Expertise

RATING
SKILL DESIRE

Industry-Specific Tasks: Provide support tailored to specific industries like real estate, legal, marketing, and more.

Online Research: Dig deep into topics of interest and provide comprehensive research reports.

Event Planning: Assist in organizing and coordinating events, ensuring all details are seamlessly managed.

And so much more.....

In the online space today there is so MUCH you can offer. If you are just starting out it's good idea to start with skills you already have, but keeping that in mind there is a lot of simple skills and softwares you should learn. After a period of time you may find there are tasks that you love and that you want to specialise in and then you can niche down to specialities like social media, podcasts, online business management, content creation, digital marketing, launches, courses and memberships, community management and much, much more!



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What's next?

Go and look at all the scores that are 4 and above and make a note of those

skills/ability

interests/passions

Do you feel that you can narrow your list of services to 3 top ones. Considering what you are good at, but also considering the things you would love to do even if you may need to get more training in that area

Many VA's offer a variety of services, also known as "General VAs". This is totally ok to offer a handful of services before deciding on just one to specialise in. But look ahead 2 years, **which one really stands out for you**. Note this below and this will also guide you to work towards it while you are still learning





Thank you for trusting me to teach, inspire and educate you about the wonderful world of becoming a Virtual Assistant! I hope you have found a lot of value in this resource, learned a lot but most importantly made huge leaps and bounds in terms of the progress of your VA business.

Sam x

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*Everything starts getting easier when
you just begin*