

# **Virtual Assistant**

## **“Jump Start”**

# **CHECKLIST**



This free Jump Start Checklist is a great way to find out what you will need to get started building a virtual assistant business.

Published by:  
LeapFrogVA Creations, LLC

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If you really want to get serious and start a real virtual assistant business that will be **successful FAST** without wasting time and money, then you'll want to learn as much as you can in the Academy! Do each lesson and ask questions in the Mastermind group.

I'm here to help!

Oh!!! And invite your friends! It's so much more fun with friends!



# Jump Start Checklist

- ☐ Internet connection (High speed if possible)
- ☐ Computer (Laptop or Desktop/PC or Mac)
- ☐ Email address
- ☐ Vision for your business
- ☐ Financial plan
- ☐ Know your local business licensing requirements
- ☐ Time management plan
- ☐ Business goals (1-3-6-12 month milestones)
- ☐ Accounting plan & budget
- ☐ VA Mentor and/or accountability partner
- ☐ Plan to get training

# Jump Start Checklist

These are just a few of the things you will need, but to jump start this is all you need! I started with just an Internet connection, email address, desire to work from home, and a computer.

Once I found a few clients, then I learned how to do my accounting, how to receive payments, created a contract, and how to manage my time. Once I had a few clients, I started my social media and my website. I learned how to do it all on my own and my first years monthly fees were only \$14.95 for my web hosting plan.

Believe me, if I can do it, so can you!

# Documents You'll Need

- ☐ Welcome letter for clients
- ☐ Contract
- ☐ Terms & Conditions
- ☐ Policies & Procedures
- ☐ Surveys
- ☐ Subcontractor Contract
- ☐ Estimate Template
- ☐ Client Intake Form
- ☐ Reference Request Template
- ☐ Operations Manual

# Documents You'll Need

It is very important that you have these documents in place and you understand how they work prior to beginning with clients.

These things will save you time and money and keep you and your clients happy.

You'll get free access to these when you join LeapFrogVA Academy, plus you will learn how to use them properly to protect yourself and your business.

# What you can do now...

- ☐ Contact former employers and get recommendations
- ☐ Make a list of your skills
- ☐ Make a list of skills you want to acquire
- ☐ Tell everyone what you are doing
- ☐ Describe what kind of industry/niche you want to work in
- ☐ Describe what kind of people/clients you want to work with
- ☐ Research clients you like to work with and find out what they need help with
- ☐ Join LeapFrogVA Mentoring group and introduce yourself
- ☐ Watch for live stream Q&A for VAs at: SheilaJDavis (be sure to choose to get notified so you don't miss anything)

# What you can do now...

Having references from anyone you have done work for will be very helpful, especially when you are first starting out.

Be sure, when you ask for a reference, that you get permission to use the reference in your new business. You may also want to ask permission to use their photo and at least their first name when sharing the reference.

A great way to get a reference is to offer to write it for them! You'll get it back faster and it will say exactly what you need it to say to help prospects know your skills.



# Things to watch out for...

- ☐ Don't do too much research and get overwhelmed
- ☐ Watch out for SOS... Shiny Object Syndrome! (see next page)
- ☐ Don't rush into a business name
- ☐ Get the help you need from the start
- ☐ Protect yourself
- ☐ Don't compare to other VAs

# Things to watch out for...

If you find that your email is filling up every morning with loads of emails that you can't keep up with, you may have SOS and be getting overwhelmed. The best way to start your business is to find one resource where you can learn as much as possible and stick with it until you have learned all you can. This will save you loads of time and money.

Don't choose a business name before you know who you want to serve through your VA business. If you choose a URL super fast and start building your business before you know where you want to be in a year, you'll have to redo a lot of work.

# Things to watch out for...

It's very important to get help from the beginning!

Coaches and training courses can be very expensive. Be sure you do your research before you make a choice.

A great place to start is LeapFrogVA Academy! You can join now for a super low monthly rate that anyone can afford. I keep the price low because I'd rather help thousands of VAs for a low rate than just a few at a high rate. Don't let the low price fool you! The value is worth thousands... even priceless!

# Things to watch out for...

Doing things the right way from the start will protect you from bad clients, mistakes, lawsuits, and even refunds. Be sure you do all you can to build your business the right way from the start!

It's easy to see what other VAs are doing and how far they have come, but stop yourself quickly. Every VA's business is on a different time table. Don't let yourself get wrapped up in what other VAs are doing, it will only hold you back.

Instead, focus on your business and building it the very best you can.

# You are not alone!

You don't have to do this alone!

You can have all the training you need plus live coaching and support and accountability all in one place and for a very low rate!

Right where you are now!!!

# About Sheila J Davis

Sheila J Davis is a business and digital marketing consultant for entrepreneurs looking to surpass their revenue goals. Her passion for branding, web design, sales funnels, digital marketing and customer support strategies has helped her clients build their dream businesses (without sacrificing time with their families) and attain massive growth in just months.

Her heart-centered approach has helped many entrepreneurs become everyday superheroes for their clients. But, she's not stopping there. Her goal for 2016 is to help 1,000+ entrepreneurs build their dream business. You can find her at [sheilajdavis.com](http://sheilajdavis.com) or [leapfrogvaacademy.com](http://leapfrogvaacademy.com)

