



The Virtual Assistant MotiVAtor

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

## Blueprint to Success With VAinsiders.com

To be successful in any business you need to have a BLUEPRINT or game plan in place.

Below is a recommended blueprint to help you utilize all the many training and resources inside your VAinsider member in a time blocked manner. This way you won't feel overwhelmed and not sure where to start. As stated in the video you just watched, I use Google calendars to map my blueprint into time blocks for each month so I can visually see what is required of me each day. I always put my marketing and education first before my client work because without it done my business will eventually starve for clients ;)

### Make Good Use of Your Time

Once you start your business you will realize that you can't bill out '40 hours' worth of time per week like you expected you would. That's why we can't charge \$10/hr for our services ;) Other business parameters start to arise like administration tasks (bookkeeping, etc.), marketing and education (keeping on top of your skills and technology). On average expect to allot the following percentages of time to these items:

- 20% Admin
- 30% Marketing/Education/Training
- 50% Billing

### Here's a suggested Blueprint to utilize your VAinsider membership resources:

1. Network With Members: Pick two days per week to visit and engage at #VAforum for 30 minutes each. (4 hours/mth)
2. Re-educate: Watch one video training per week and/or work on a Training Track. (4 hours/mth)
3. Pick a resource from our eBook Library to use in your business (1 hour/mth)
4. Attend a Group Coaching webinar and/or watch recording and be held accountable! (1 hour/mth)

***SUBTOTAL: 10 hours/month networking and educational training from your VAinsider Club!***



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**NEXT STEP:** Set aside 10 more hours per month to incorporate all you have learned above.

***TOTAL: 20 hours dedicated to VAinsiders.com (only 17/30% allowable for Marketing/Education/Training)***

This still leaves you time to market your business using other marketing campaigns already in practice within your business.

Wishing you all a full client roster in your business this month!

To your Virtual \$uccess,

A handwritten signature in black ink that reads "Tawnya S". The signature is fluid and cursive.

Tawnya Sutherland  
Founder of VAnetworking.com  
*The Market Leader For Virtual Assistants*