

Become A Successful Virtual Assistant Learn The Business Side Ditch 9 To 5

Having a clear, compelling vision--and getting buy-in from your team--is essential to effective leadership. If you don't know where you're going, how on earth will you get there? But how do you craft that vision? How do you get others on board? And how do you put that vision into practice at every level of your organization? In The Vision Driven Leader, New York Times bestselling author Michael Hyatt offers six tools for crafting an irresistible vision for your business, rallying your team around the vision, and distilling it into actionable plans that drive results. Based on Michael's 40 years of experience as an entrepreneur and executive, backed by insights from organizational science and psychology, and illustrated by case studies and stories from multiple industries, The Vision Driven Leader takes you step-by-step from why to what and then how. Your business will never be the same.

Freedom. Flexibility. Income. It's all possible as a virtual assistant. Did you know office, research, and data entry skills mean that you don't have to report to an office anymore? That you can work instead on your own schedule with clients you choose? With more than 57 million freelancers in the U.S., there's never been a better time to start your own business. Virtual assistant work is one of the easiest and most profitable freelance side hustles or careers. As a virtual assistant, you can make money on your own schedule by choosing to offer in-demand services to entrepreneurs and small business owners who have too much on their plates and not enough time. Get the action steps you need to get started and begin your location-independent success story working online as a freelance virtual assistant. In Virtual Assistant: Take Your Office Skills and Work from Home, you'll discover how to - Decide what services to offer and brush up skills quickly and affordably - Find clients and market your new business - Treat your business like a business from day one It's time to join the freelance revolution. Laura Briggs is a two-time TEDx speaker, top-rated Upwork freelancer, marketing director, award-winning business author, and coach to thousands of freelancers around the world. She's also the founder of Operation Freelance, a nonprofit teaching military spouses and veterans how to break into remote freelance work. She lives with her husband, John, wherever his career has most recently taken them.

Now in its third edition, The Suitcase Entrepreneur teaches readers how to package and sell their skills to earn enough money to be able to work and live anywhere, build a profitable online business, and live life on their own terms. With new material pertinent to today ' s business world, readers will receive the blueprint to create their ideal lifestyle and become their own digital nomad. After eight years of working in the soul-crushing bureaucracy of the corporate world, Natalie Sisson quit her high-paying job and moved to Canada, started a blog, and cofounded a technology company. In just eighteen months she learned how to build an online platform from scratch, and then left to start her own business—which involved visiting Argentina to eat empanadas, play Ultimate Frisbee, and launch her first digital product. After five years, she now runs a six-figure business from her laptop, while living out of a suitcase and teaching entrepreneurs worldwide how to build a business and lifestyle they love. In The Suitcase Entrepreneur you ' ll learn how to establish your business online, reach a global audience, and build a virtual team to give you more free time, money, and independence. With a new introduction, as well as updated resources and information, this practical guide uncovers the three key stages of creating a self-sufficient business and how to become a successful digital nomad and live life on your own terms.

Are you ready to enter the exciting (and highly competitive) world of Virtual Assistance? If so, there is a lot more you need to know than saying your a VA and magically finding your first client. This guide takes out all of the guess work and helps you mold and shape the idea of being a VA into a tangible (and lucrative) concept. There is a lot more to know than you may realize - let this book guide you to a new successful career. Over 30 pages filled with everything you need to build your Virtual Assistant business AND find clients.

How to Survive and Thrive as a Creative Professional for Hire

The Leader Assistant: Four Pillars of a Confident, Game-Changing Assistant

Gain Flexibility And Freedom By Offering Services Online

VA Secrets Revealed! An Insider's Guide to Being a Successful Virtual Assistant

Ditch debt, save money and build real wealth

Upscale Your Virtual Assistant Business

Become a Highly Successful, Sought After VA (1st Ed, Rev): Workbook

The guide to shortening your execution cycle down from one year to twelve weeks Most organizations and individuals work in the context of annual goals and plans; a twelve-month execution cycle. Instead, The 12 Week Year avoids the pitfalls and low productivity of annualized thinking. This book redefines your "year" to be 12 weeks long. In 12 weeks, there just isn't enough time to get complacent, and urgency increases and intensifies. The 12 Week Year creates focus and clarity on what matters most and a sense of urgency to do it now. In the end more of the important stuff gets done and the impact on results is profound.

Explains how to leverage the power of a 12 week year to drive improved results in any area of your life Offers a how-to book for both individuals and organizations seeking to improve their execution effectiveness Authors are leading experts on execution and implementation Turn your organization's idea of a year on its head, and speed your journey to success.

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations--featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does--and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you--then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged--or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."--Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."--Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces--and to do so with grace, confidence, and a sense of humor."--Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."--Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Whether you're an executive assistant with an entrepreneurial spirit, a small business owner looking for a change, or someone who has dreamed of running a successful business from home, this book is for you! Professional Virtual Assistant Alyssa Gregory shares her expert tips, tools and secrets to help you:* Take a realistic look at virtual assistance* Discover your marketable skills* Identify your ideal client* Market yourself on a budget* Balance work and familyNot only does this book provide realistic advice, but it also includes a comprehensive VA Resource Toolkit with recommended business tools, websites, books and services. PLUS, by registering your book at www.vasecretsrevealed.com, you'll gain access to: checklists, worksheets and sample documents; an "Ask Alyssa" tool; answers to frequently asked questions; and much more!

Have you ever wondered how much money the virtual assistants (VA) make & what type of jobs they typically do? If so, you are not alone. This is one of the rapidly growing industries with tons of work outsourced by small to big companies. Even the solopreneurs are taking this as a profession.As a VA, you can make money by working from anywhere across the world. So long as you have an Internet connection and a Smartphone or a computer, you can work as a VA. I wish I had written this book back in the year 2017 when one of my friends was struggling to make good money as a VA so that he could have a smooth transition being a VA. But now he and many other VAs are making more than \$3000/month+ and are traveling all around the world, living a digital nomad life.Hi, my name is Abhi and Co-Founder & CEO of a Facebook specialized advertising company Digital Pexel, I hire VAs for almost all of my work, like data entry, email response, appointment scheduling and more and I was VA even before my journey of entrepreneurship has started. Most of the companies out there hire a VA for both short-term & long-term projects and you can encash this opportunity. If all of this sounds exciting to you, then read on because I've got a lot more to train you on. So you might be wondering that all this sounds good, but who exactly is a virtual assistant (VA)? A virtual assistant (typically abbreviated to VA, also called a virtual office assistant) is a person who provides support services to other businesses from a remote location and provides professional, administrative, technical, or creative (social) assistance to the clients remotely from home or own office and not from the client's location.It's a win-win situation for both you and your clients, as you being a VA can charge variable pricing from client to client depending on your skills and client's project. Whereas the client is also benefited from virtual assistants as VAs are independent contractors rather than employees. Clients are not responsible for any employee-related taxes, insurance or benefits, except in the context that those indirect expenses are included in the VAs fees. These days, clients also avoid the logistical problem of providing extra office space, equipment or supplies. Clients pay for 100% productive work and can work with virtual assistants individually, or in multi-VA firms to meet their exact needs. What does a Virtual Assistant Do?You might be thinking that it sounds great to me but does a VA actually do? The answer is pretty simple; anything that is done online can be done by a VA. A VA can do anything that's done by support except bringing a coffee;)If you are excited to know more purchase this book, which you will help become a perfect VA and earns some real money as VA.

The Hard Work Myth

Virtual Assistant - the Series (4th Edition)

Setting Up a Successful Virtual Assistant Business

Ask a Manager

The Virtual Assistant Forums Guide to Success

Clever Girl Finance

Become a Successful Virtual Assistant (Va): Even as a Beginner: Learn the Business Side of Getting and Keeping Clients & Ditch Your Soul Sucking Job

Virtually Inspiring - Your Guide to becoming a successful Virtual Assistant gives you inspiration, empowerment, and most importantly, the key steps to becoming successful in the Virtual Assistant Industry. This book will give you step by step examples and exercises that you can complete to build a strong foundation for your business. These key steps, examples, and exercises can also be applied to any new business startup.

Entrepreneurs often suffer from "superhero syndrome"--the misconception that to be successful, they must do everything themselves. Not only are they the boss, but also the salesperson, HR manager, copywriter, operations manager, online marketing guru, and so much more. It's no wonder why so many people give up the dream of starting a business--it's just too much for one person to handle. But outsourcing expert and "Virtual CEO," Chris Ducker knows how you can get the help you need with resources you can afford. Small business owners, consultants, and online entrepreneurs don't have to go it alone when they discover the power of building teams of virtual employees to help run, support, and grow their businesses. Virtual Freedom: How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business is the step-by-step guide every entrepreneur needs to build his or her business with the asset of working with virtual employees. Focusing on business growth, Ducker explains every detail you need to grasp, from figuring out which jobs you should outsource to finding, hiring, training, motivating, and managing virtual assistants. With additional tactics and online resources, Virtual Freedom is the ultimate resource of the knowledge and tools necessary for building your dream business with the help of virtual staff.

Are You Running Your Business or is Your Business Running You?Virtual Assistant Assistant is the book for entrepreneurs who are looking for a way to take their business to the next level. If you've ever caught yourself thinking there just aren't enough hours in the day, there is a solution. And it won't make you go broke, either.Virtual assistants are essentially telecommuting contractors to your business. This book tells you everything you need to know about virtual assistants, including: Where to find the best ones How to hire them Best practices for working with them on an ongoing basis It's written from firsthand experience, NOT theoretical or academic fluff. You'll learn how a talented virtual assistant can help save you time, money, and headache.Take control of your entrepreneurial life and learn how to effectively outsource your non-essential tasks. You'll free up hours every day to focus on what's really important. In the end, virtual assistants can help you lead a happier, healthier, and more productive and stress-free life.It's possible (and I would argue essential) to unload many aspects of your day-to-day work, leaving you free to tackle the higher-level, strategic, and money-making projects that often get neglected. Time is Our Most Valuable ResourceBut it's also the resource we are quickest to waste.With this book, you may not achieve the 4 Hour Work Week right away, but you'll get actionable advice on how to get started with outsourcing. The world's most successful people didn't get there alone; they all had help along the way. What are you waiting for? Hit the Buy Now button and get started today.

Become a Virtual Assistant - The Virtual Assistant Forums Guide to Success will help you get from where you are now to right where you want to be - working from home running your own successful virtual assistant business! You're likely reading this because you want to work from home in your own business as a successful virtual assistant. But you just don't know where to go from here or how to get started. This book is your road map to success. The Become a Virtual Assistant book from Virtual Assistant Forums (the premiere online networking community for VAs) is chock full of information, direction and advice to help you become a virtual assistant - there's NO fluff in this eBook. You'll also receive 35 FREE startup worksheets, sample contracts, and business documents that you can copy and reference for your own use. As an added FREE BONUS we've also included a detailed list of over 100 online small business and virtual assistant industry resources you can put to work for your own business. This book can't make you a successful virtual assistant (only YOU can do that!) - but it will help you avoid months of questioning, uncertainty, and research so you can feel confident, prepared, and organized as you get down to the business of running your own virtual assistant business. To your success!

10 Questions to Focus Your Efforts, Energize Your Team, and Scale Your Business

Start Your Successful Virtual Assistant Business

50 Things to Know about Becoming a Virtual Assistant

The Virtual Assistant Handbook

Make Money As A Virtual Assistant

How the Right Va Will Make Your Life Easier, Create Time, and Make You More Money

Your guide to becoming a successful Virtual Assistant

If you have excellent organisational skills, want the freedom to work from home and are passionate about doing a great job then a career as a Virtual Assistant could be for you The author shares all her tricks-of-the-trade to help budding and working VAs to become more in-demand with the right clients and more in-control of their success.

WORKING HARDER IS FAILING YOU Entrepreneurs are working harder than ever, with almost half working 50 hours a week or more, swapping quality time with our families for long hours in our offices. The problem is, it isn't working. Despite the sacrifices, less than a third of businesses started today will survive long enough to see their 10th birthday. In The Hard Work Myth, you'll discover why working harder is a waste of time and learn the simple but high impact techniques used by some of the world's most successful entrepreneurs to achieve more, without working harder About the author: Barnaby Lashbrooke is on a mission to destroy the myth that working hard is the key to success. Why? Barnaby has built two multi-million dollar businesses, with more than \$32 million in total sales, all whilst working less than 35 hours per week and he believes if he can to it, you can too.

Virtual Assistance is one of the fastest growing industries today. It is very possible to earn an income from home wearing your pajamas and bunny slippers. If you are ready to be your own boss, take charge of your life, put in the time and energy it requires, and commit yourself fully - then you are half way to your goal. With this easy to follow "how to" manual you will be on your way to starting your own successful virtual assistant business.

Ennen and Poelker set the stage for starting, operating, and growing a successful, profitable virtual assistant business by covering all the nuts and bolts, including financial planning, pricing services, billing, and setting up business.

Become a Virtual Assistant Now! You Can Easily Start Your Own Virtual Assistant Business at Home.

Take a Leap of Faith and Start a Virtual Assistant Business

Micro-Entrepreneurship For Dummies

Virtual Freedom

Virtual Assistant Assistant

Beginners Guide To Becoming A Virtual Assistant

The Secrets to Becoming a Great Virtual Assistants

Discover the ins and outs of planning your own or your loved one's last wishes with this easy-to-understand guide to estate planning. No one likes to talk about death, but being prepared for any unexpected tragedy can help your loved ones navigate your loss more easily in the long run. From creating your advanced medical directives to designating your beneficiaries, estate planning can ensure that your wishes are carried out when you are no longer around. With Estate Planning 101, you can get your affairs in order before any unfortunate incident occurs. This easy-to-understand guide comes with detailed information on what needs to be done to protect your estate. With information on creating a living will, minimizing estate taxes, choosing an executor, and more, you will be prepared for the future, no matter what it brings. Estate Planning 101 offers you step-by-step instructions and checklists to keep you organized for whatever life throws your way.

Do You Have an Interest in Becoming a Virtual Assistant? Then this book has your name written all over it! Why are people getting crazy over the idea of starting a virtual assistant business? First, there's convenience of staying at home with your family. Second, you will become your own boss. Third, and perhaps the most appealing: the possibility to earn a lot of money is endless. This book tells you everything you need to know about virtual assistants, including: Qualifications of a VA Common niches Tips in setting up your office How to find your client, including tips in writing a pitch Business promotion Legalities of VA Business Getting paid What to do after the job What to do if you encounter nightmare clients. Furthering your business And many more! As long as you are capable of working in front of a computer, you CAN be a virtual assistant. You just need to be well-equipped; hopefully, this book will help you. What are you waiting for? Scroll up and click "Buy Now" to get started today.

Take charge of your finances and achieve financial independence - the Clever Girl way Join the ranks of thousands of smart and savvy women who have turned to money expert and author Bola Sokunbi for guidance on ditching debt, saving money, and building real wealth. Sokunbi, the force behind the hugely popular Clever Girl Finance website, draws on her personal money mistakes and financial redemption to educate and empower a new generation of women on their journey to financial freedom. Lighthearted and accessible, Clever Girl Finance encourages women to talk about money and financial wellness and shows them how to navigate their own murky financial waters and come out afloat on the other side. Monitor your expenses, build a budget, and stick with it Make the most of a modest salary and still have money to spare Keep your credit in check and clean up credit card chaos Start and succeed at your side hustle Build a nest egg and invest in your future Transform your money mindset and be accountable for your financial well-being Feel the power of real-world stories from other "clever girls" Put yourself on the path to financial success with the valuable lessons learned from Clever Girl Finance.

Why are you doing EVERYTHING yourself? What would you do if you had even one more hour a day devoted solely to growing your business and making more money? Virtual assistants will make your life easier by taking the stress out of your business life. As a small business owner, you need more time so you can make more money and stay competitive in an ever-changing world. If you're spending less than 70 percent of your time on work that doesn't generate revenue, isn't building relationships, or isn't creating new products, then you're not spending enough time on your business. It means you're spending too much time in your business. This book will show you why Virtual

Assistance (VA) is the answer. Hire the Right Virtual Assistant is the complete guide to: Know what a VA is and how they differ from Executive Assistants Understand the benefits and need of a VA - it's more than just outsourcing Hiring the right VA the first time in less time than you think Finally be able to use the VA right away to make the biggest impact in your business and free up your time If you had time right now to work on your business instead of in it, what could you do? Could you make a sale? Visit a client and earn more business? Make another 20 calls a day to land more clients? Work the pipeline? Network? Think about your proven method to gain more clients. Using that method, how many more clients could you have if you had more time? This is where you put a VA to work for you. They work in your business so you can work on your business. I promise that hiring a VA will be the best decision you make for your business. You will get back your time. Scroll up and pick up your copy today!"

Become a Successful Virtual Assistant

Become a Virtual Assistant

The Vision Driven Leader

The 12 Week Year

Learn the Business Side & Ditch 9 To 5

My So-Called Freelance Life

Get More Done in 12 Weeks than Others Do in 12 Months

So you have decided that it would be a good idea to start up your own virtual assistant team and start working remotely. There are many people who decide that this is the right career move for them and they are often pleased with the results if they are just willing to put in the right amount of effort and time. This is not the easy way out of a 9 to 5 job, but it can be really rewarding and provide you with a way to help our clients while owning your own business. This guidebook can help you to get started on the right foot so that you can create your team and start working right away. Chapter 1 starts out with some explanations on what a virtual assistant is. It talks about what a virtual assistant is able to do for their clients along with some of the semantics of starting your own business. Chapter 2 then goes on to talk about a few of the skills that the team you assemble should have. Your clients are going to be looking for a wide range of tasks to be done for them and the more skills you can have presented in your team; the easier it will be to find jobs for everyone. This chapter will list the top ten skills that can really help your team soar. Chapter 3 goes into a discussion on why a company might be interested in hiring a virtual assistant. Wouldn't it be easier for them to just hire someone who would be in their own office all of the time. This chapter will talk about why many clients like to hire virtual assistants and why it is easier and less expensive for your client to hire you than a permanent employee. Chapter 4 goes into the benefits of working remotely instead of in an office. There are a lot of reasons why someone might choose to work from their own home office rather than go and make it to the office each day. This is the chapter that you learn some of these reasons as well as the benefits of doing this instead of another job. When you are ready to start hiring your own virtual assistant team, you will want to go about making a job posting and including all of the information for someone who is qualified to find you and join your team. Chapter 5 will go into details about the steps that you can take in order to find the right employees and get your team going strong.

This guidebook is a great way to learn all you need to know in order to get started on your own virtual assistant team. It can be a really rewarding experience, but you need to make sure that you are following the right steps, offering the right kinds of skills to the employer or client, and hiring the right people in order to get the business off the ground. Use this guidebook in order to get started on your new business today.

Do you want to be a great virtual assistant? Do you want to start a virtual business? Have trouble with manage customer service? Want to promote using the website? If so, this book is for you. This book offers an approach to fulfill your dream to become a successful virtual assistant. This book tells you how to choose the right paths, take proper steps, and know the total required knowledge. In these pages, you'll discover each question's answer. This book will help you to find your goal. By the time you finish this book, you will know from where to start your journey and how to implement them.

This book is primarily written for new, aspiring, and struggling Virtual Assistants, but will serve also to provide valuable insights and ideas for all Virtual Assistants. My intention is that you learn how to become an effective and exceptional Virtual Assistant and where to find clients and how to keep them. In the pages of this book, you can count on me to share what I myself have learned that has enabled me to have a successful Virtual Assistant business. When I started, I was putting in 16-18 hour days, but I am pleased to report that I now work the hours I choose, have a wonderful client roster and a six-figure annual income. I say this not to brag, but to share with you what truly is possible. There are tricks of the trade I wish someone had shared with me when I was first starting out. I will be teaching several of these in this book, so you won't need to spend long days as I did. ***** TESTIMONIALS... "Jaimie provides excellent service to all of her clients, including those needing rush jobs. She stays on top of everything and is very organized. I have been on Jaimie's team since 2012 and love the fact that she communicates very well with her clients and her peers. She willingly shares her expertise regarding the Virtual Assistant field and I have learned a lot from her. She will always to lend a helping hand. Her knowledge of social media is beyond belief. I have learned from various sources, but it's amazing how she constantly gives me tips and tricks on how to take things to the next level for clients as well as for my own business." Richard Rinyai, Virtual AssistantOwner, Virtual Office Guy www.virtualofficeguy.com [Jaimie and I are in the same profession. I can't say enough about her. Her guidance and advice has helped me in every way to grow my business. She is extremely knowledgeable in social media and she has a fabulous background in processes and systems. This, along with her kind and patient demeanor, makes her an absolute winner in my book and for sure she would be in yours.!! Stephanie Scharer, Virtual Assistant [Jaimie is an absolute superstar at being a virtual assistant. Her depth of knowledge and out-of-box ideas adds major value to businesses. I assist Jaimie with some of her client assignments and highly recommend her for her creativity, being reliable and her excellent work. She loves what she does and you can absolutely see that every time in the quality of the job she does." Haja, Virtual Assistant "Jaimie is the best VA I've ever had. She is the perfect role model for VAs. When you look up [virtual assistant] in the dictionary, I think you'll find a picture of Jaimie. Just kidding of course, but she is the best. Jaimie really understands what a business owner needs. I never have to worry about her completing an assignment or project on time and within budget. Jaimie acts with integrity and makes each client feel like her most important client. She is trustworthy and has great customer service skills. Many of my clients comment about her responsiveness and her friendly yet professional style. She has enhanced my company brand." Beverly Harvey, ClientOwner, Harvey Careers www.HarveyCareers.com [Jaimie's passion for making business development happen is apparent in everything she does. I have been a small business owner since 1993 and appreciate that Jaimie is a rare find in that she thinks strategically and tactically, positions rapidly, and executes flawlessly. Jaimie understands my strategy and has saved my company time and money by taking appropriate initiatives to streamline processes. I recommend her highly for any small business owner who wants to proactively build a business!! Annette Baron, ClientOwner, Proposal Architectwww.proposal-architect.com

Virtual Assistant - The Series: Become a Highly Successful, Sought VA stands alone as the leader in books on starting a virtual assistant business. As the longest standing book in the industry, it's often referred to as the VA Industry Bible, and cited as a "must have" tool for all VAs, new and aspiring. Leaving no stone unturned this book sets the stage for starting, operating, and growing a successful and PROFITABLE virtual assistant business. It has been instrumental in the success of administrative and executive assistants, word processors, and other corporate professionals realizing their dreams of becoming an entrepreneur. Along with their personal experiences, the authors also include words of wisdom, tips, and tricks from numerous industry professionals through the ever-popular "In Their Own Words" section at the end of each chapter and featured throughout the book. This will enable you to see how others are making their businesses successful and provide you with a blueprint on how to do the same with yours.

Train Your Mind for Peace and Purpose Every Day

Hire the Right Virtual Assistant

How to Build a Virtual Assistant Team and Work Remotely

FabJob Guide to Become a Virtual Assistant

How To Be Successful While Working Remotely: Virtual Assistant Business

Virtually Inspired

Become a Successful Virtual AssistantLearn the Business Side & Ditch 9 To 5

Jay Shetty, social media superstar and host of the #1 podcast On Purpose, distills the timeless wisdom he learned as a monk into practical steps anyone can take every day to live a less anxious, more meaningful life. When you think like a monk, you'll understand: -How to overcome negativity -How to stop overthinking -Why comparison kills love -How to use your fear -Why you can't find happiness by looking for it -How to learn from everyone you meet -Why you are not your thoughts -How to find your purpose -Why kindness is crucial to success -And much more... Shetty grew up in a family where you could become one of three things—a doctor, a lawyer, or a failure. His family was convinced he had chosen option three: instead of attending his college graduation ceremony, he headed to India to become a monk, to meditate every day for four to eight hours, and devote his life to helping others. After three years, one of his teachers told him that he would have more impact on the world if he left the monk's path to share his experience and wisdom with others. Heavily in debt, and with no recognizable skills on his resumé, he moved back home in north London with his parents. Shetty reconnected with old school friends—many working for some of the world's largest corporations—who were experiencing tremendous stress, pressure, and unhappiness, and they invited Shetty to coach them on well-being, purpose, and mindfulness. Since then, Shetty has become one of the world's most popular influencers. In 2017, he was named in the Forbes magazine 30-under-30 for being a game-changer in the world of media. In 2018, he had the #1 video on Facebook with over 360 million views. His social media following totals over 38 million, he has produced over 400 viral videos which have amassed more than 8 billion views, and his podcast, On Purpose, is consistently ranked the world's #1 Health and Wellness podcast. In this inspiring, empowering book, Shetty draws on his time as a monk to show us how we can clear the roadblocks to our potential and power. Combining ancient wisdom and his own rich experiences in the ashram, Think Like a Monk reveals how to overcome negative thoughts and habits, and access the calm and purpose that lie within all of us. He transforms abstract lessons into advice and exercises we can all apply to reduce stress, improve relationships, and give the gifts we find in ourselves to the world. Shetty proves that everyone can—and should—think like a monk. When we say something is "virtual" in modern terminology, we are almost always talking about something related to the internet. So Virtual Dating is dating using the internet. "Virtual" does not mean something that does not exist. But it implies you are replacing a normal physical entity with a real but for the most part unseen entity that lives online. The trend in strategic business planning is to incorporate an aggressive "virtual marketing" plan with your traditional plans. So it makes sense that eventually the move to virtual resources would reach human resources with the availability of virtual employees. In the last two or three years, virtual employment has taken off and become a very real resource for businesses wishing to tap into valuable experience and subject matter expertise that cannot be found locally. Agencies such as Team Double Click and Rent-A-Coder provide an army of ready to work professionals that can step in and get a job done quickly and efficiently for an employer.

Tired of clocking in and losing out? Want to pursue creative, fulfilling work on your own time and also make a living in the process? My So-Called Freelance Life is a how-to guidebook for women who want to avoid the daily grind and turn their freelance dreams into reality. Michelle Goodman, author of The Anti 9-to-5 Guide and self-proclaimed former “wage slave,” offers tips, advice, how-to’s, and everything else a woman needs to pursue a freelance career. Confused as to whether you should tell your clients that the odd gurgling sound during a conference call is emanating from the infant sleeping on your shoulder? Goodman answers all of the unusual questions that may arise for women exploring the freelance world. Far more than your normal business guidebook, My So-Called Freelance Life blends candid, humorous anecdotes from a wide variety of freelancers with Goodman’s own personal experiences as a creative worker for hire.

Whether you're a freelance first-timer or a seasoned creative professional, copyediting queen or web guru, My So-Called Freelance Life is an invaluable resource for anyone interested in freelancing.

Fast Track Your Way To A Successful Virtual Assistant Business, Establish Your Credibility, Expertise, And Personal Brand. Have Joyful Workdays--When

How to Work from Home as a Virtual Assistant - A Quick Start Guide to Your Own Home Business and Online Jobs

Think Like a Monk

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work

How to Start Your Own VA Business

Start Your Own Business from Home

Am I Ready to Become a Virtual Assistant?

Counsels business professionals on how to launch a home-based virtual career while avoiding common pitfalls, providing coverage of such topics as self-marketing, starting a business with minimal start-up costs and using a home business to strengthen a family life. Tired of the 9-to-5 grind and want a way to earn or tosupplement your income? Easy. The media has named the growing trend towardmicro-entrepreneurship "the Rise of the Creative Class," "the GigLife," or "the freelance economy." All of those refer to the nearly4 million workers who were self-employed this past year, andmillions of others who currently supplement their income withfreelance work. While the trend has been spotted before, there'sone stark difference between micro-entrepreneurs today and the"Free Agent Nation" citizens of the late '90s: technology.Micro-Entrepreneurship For Dummies shows you how to navigatethis confusing technological landscape in order to make acontributable profit. Micro-Entrepreneurship For Dummies aids you in making thebest use of micro-entrepreneurial platforms, with helpful advicethat includes information on signing up for and selling products onwebsites such as Airbnb, Craigslist, Taskrabbit, Uber, andEtsy. Micro-enterprise, using online platforms to sell products orservices,??is a proven way to earn extra money and supplementhousehold income In today's struggling economy, the importance of self-runbusinesses and small enterprise is growing as more people takelower-paying jobs and need a little extra spending money Shows you how to sign up for and sell products online Micro-Entrepreneurship For Dummies appeals to anyonelooking to earn or supplement their income from home.

Assistant, you are a leader. As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project, or an intense negotiation with a vendor, the administrative profession is not for the faint of heart. If you're looking to maintain the status quo and be “just an assistant,” this book is not for you. But, if you want the confidence and ability to conquer the challenges that most try to avoid, then you're in the right place. The Leader Assistant outlines four pillars—embody the characteristics, employ the tactics, engage in relationships, and exercise self-care—that will help you rediscover your passion for the profession and become a confident, future-proof, game-changing Leader Assistant. If you neglect even one pillar, you'll head for burnout, stagnation, and anonymity. You are meant for so much more. Are you ready to be the Leader Assistant the world needs?

The book shares how to set up a virtual assistant business at home. In it, you will learn: - What virtual assistants do and who you can work for. - How to set up your business to ensure success. - How to market your services and find customers. - Good tips to maximize your earnings. - Great free tools that you can use to maximize efficiency.

The 2-Second Commute

Create Freedom in Business and Adventure in Life

Crash Course to Becoming a Virtual Assistant

The Ultimate Guide to Finding, Hiring, and Working With Virtual Assistants

How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business

How to Become a Virtual Assistant

Tips For Working From Home Effectively

Gain Flexibility And Freedom By Offering Services Online Are you looking for a business that you can run from the comfort of your home? A business that you can start in just a few simple steps? Maybe you've heard about Virtual Assistants (VAs) but don't really know what they do. Or perhaps you know that starting a VA business would be a great fit, but you're unsure how to get started. Whether you're new to the idea of working online or looking to expand your skills and create a sustainable income, this book is for you. Make Money As A Virtual Assistant contains all the essential tools and resources in a step-by-step guide that will help you set up and grow your own business. Drawing on her wealth of experience, Gina Horkey dispels common myths and breaks down each part of the process, leaving you with practical action steps that are simple to follow. Discover how to: * Turn your existing skills into services that are in-demand * Establish your online presence and attract clients * Work out your rate and get paid easily * Find and pitch your ideal clients * Scale your business and increase your profits When you follow the steps in Make Money As A Virtual Assistant, you'll see for yourself why becoming a VA is not only a great idea, but is an area that is rapidly growing in the online space. In this book, you'll discover that the opportunities are endless, if you're willing to do the work. Many people dream of creating a work-from-home business but are afraid of pitching their services and marketing their skills. With humor and understanding, the author tackles those fears and provides templates and checklists so you can begin filling your client roster in just a few weeks. If you're looking for a career that provides flexibility, the opportunity to use current skills and learn new ones, hours that suit you and unlimited earning potential, this book will guide you every step of the way. Are you ready to start your dream career as a Virtual Assistant? Get your copy today by clicking 'Buy Now'!

Are you tired of your 9-5 job and want to start your own business? You might have heard of the term "Virtual Assistant" but not sure what exactly it is or maybe you want to become a Virtual Assistant but not sure how. This book will teach you what a virtual assistant is, how to become a virtual assistant, how to create your website and a huge list of services that you offer. Even if you have never worked in an office this book will teach you how to become a Virtual Assistant. This book will walk you through all of the steps of becoming a Virtual Assistant. It will also teach you how to create a website on your own instead of paying someone else to do so. I have paid a lot of money on courses that weren't much of a help. In this book, I have combined all of the key points that I have learned from different courses to ensure that anyone who follows this guide will become successful. This book is perfect for anyone who has no experience or someone who is struggling to find clients. Now is the best time to start your Virtual Assistant business because the demand for a Virtual Assistant has increased drastically.Are you ready to leave your 9-5 job and start earning 5k+ Monthly?

What is a Chief Virtual Officer? My philosophy revolves around the idea that you, the virtual assistant, are now a business owner. However, I've found that often business owners, and even virtual assistants themselves, view a virtual assistant (VA) as little more than another employee. This view can make it challenging to convey the true value a virtual assistant can provide a business owner. It also makes it challenging for the VA to present their business in the best professional setting. That's why I decided to call the VAs I coach Chief Virtual Officers. After all, you are the chief officer of your business. This title more accurately reflects the VA's position as a business owner. About This Book This book is

designed in such a way that a Chief Virtual Officer can use it as a workbook, work through it on their own, at their own pace, and develop the mindset needed to run a successful virtual assistant business. The book has been designed with large margins and plenty of space to write notes. Topics Include: Are you Chief Virtual Officer Material? Setting Up Your Business Identifying Your Ideal Client and Target Market Marketing Your Services Communicating With Your Client Referrals and Testimonials Sub-Contracting Collaborating with Other Chief Virtual Officers Samples Included: Marketing Plan Marketing Calendar Pre-Contract Questionnaire Contract Blog Questionnaire Self-Promotion Questionnaire

This is the moment I have been waiting for. It is time to quit my job. I am ready to become a full-time virtual assistant. I am ready to give up my last projects and tell my boss, "You're fired!" I mean, "I quit!"But wait....Are you sure about that?Like wholeheartedly ready, honestly sure?

Join the Exploding Ranks of Freelance Virtual Assistants

Succeed As a Chief Virtual Officer

Estate Planning 101

The Suitcase Entrepreneur

From Avoiding Probate and Assessing Assets to Establishing Directives and Understanding Taxes, Your Essential Primer to Estate Planning

50 Important Things You Should Know About A Virtual Assistant: Do Web Design

Virtual Assistant - the Series

1. Manage customer service?2. Help plan an event?3. Answer letters and e-mails?4. Promote using Website?5. Do web design or create e-mail promotions?If you answered yes to any of these questions then this book is for you...50 Things to Know about Becoming a Virtual Assistant by Noor Mohol Khanam offers an approach to fulfill your dream to become a successful virtual assistant..Most books on 50 Things to Know About Becoming a Virtual Assistant tell you to how to choose right paths, to take proper steps and know the total required knowledge.In these pages you'll discover your each and every question's answer.This book will help you to find your goal.By the time you finish this book, you will know from where to start your journey and how to implement them.So grab YOUR copy today. You'll be glad you did.For each 50 Things to Know book that is sold (not including free days), 10 cents is given to teaching and learning. Go to 50ThingsToKnow.com/GivingBack to find out more.

Are you ready to change your life and your lifestyle by becoming a virtual assistant? You might have seen ads or heard of someone who was working as a VA and wondered if you could do the same. You can! I wrote this book to teach you all you need to know to start your own VA business. By sharing my own experiences and insights, you will save months or even years trying to figure everything out on your own!I first became a virtual assistant while working remotely for my employer. After only a few months of being a VA, my employer sent out new contracts for the year. I had to make a decision then for the upcoming year. Suddenly my lifelong philosophy of "I will never own my own business" didn't seem like such a bad idea. If I could do what I was doing for my employer, couldn't I do it for myself?With little thought, no business plan, no knowledge of how to run a business, and-crazy enough-no fear, I sent the contract back to my employer-unsigned.I told my employer I felt this was my opportunity, and I had to take it. It was now or never. He understood and was supportive. I finished out my contract and then I was officially on my own. There was one big problem. Where do I find my clients? The question virtual assistants ask the most, second only to "How do I get rid of this client?"Sadly, not all VAs make it through the first year and some are never able to do more than keep it as a side gig ultimately working two jobs. Throughout this book I will answer the most asked questions, including the questions you don't know you need to ask. I will take you from where you are now to owning a successful virtual assistant business in the least amount of time, spending the least amount of money, and get you to your first client quickly. You'll learn how to grow, scale, and reach elite VA status generating income through several different sources all without being chained to a desk.I never had a problem getting a job in my life. Somehow I thought gaining clients would be as simple. I would prove myself wrong. That one problem led to so many others questions that I couldn't answer. And I quickly realized no one could help me. All the mentors, coaches, and guides didn't understand where I was coming from. They had never been an administrative professional. They were not familiar with the mindset of an admin, so they didn't know how to transition my skills to the virtual assistance world.Through trial and error, I learned to weave business principles into the mindset and service-based world of virtual assistance. I figured out how to do what I do best, how to get paid what I'm worth, and how to enjoy the life of being a business owner. I ditched the traditional 9 to 5 job and made my own rules. Being a VA isn't simply about doing the work of an assistant; it is understanding the business side of business.Consider this book your roadmap. I wish someone had given me one! This roadmap will provide you a foundation on which to build your VA business. You will be able to take the principles and guides in this book and personalize them to your own business. While the process won't be linear, each step will reveal another opportunity.I'll share what others won't tell you. They can't. They don't know. I have the unique perspective of matching clients with VAs and consulting others, answering all their questions, listening to what they are looking for and what makes a good virtual assistant. Any VA can make the minimum. You'll learn how to get the premium clients, how to work with the best of the best. Ultimately, you'll be able to live out your wildest dreams.BUY THE BOOK NOW! I've even included a complimentary workbook to help you through the steps. Don't wait another moment. Let's get started now!

Your Guide to Establishing a Successful Business As a Virtual Assistant

Become a Highly Successful, Sought After VA

How To Do A Virtual Business