JENN BAYS
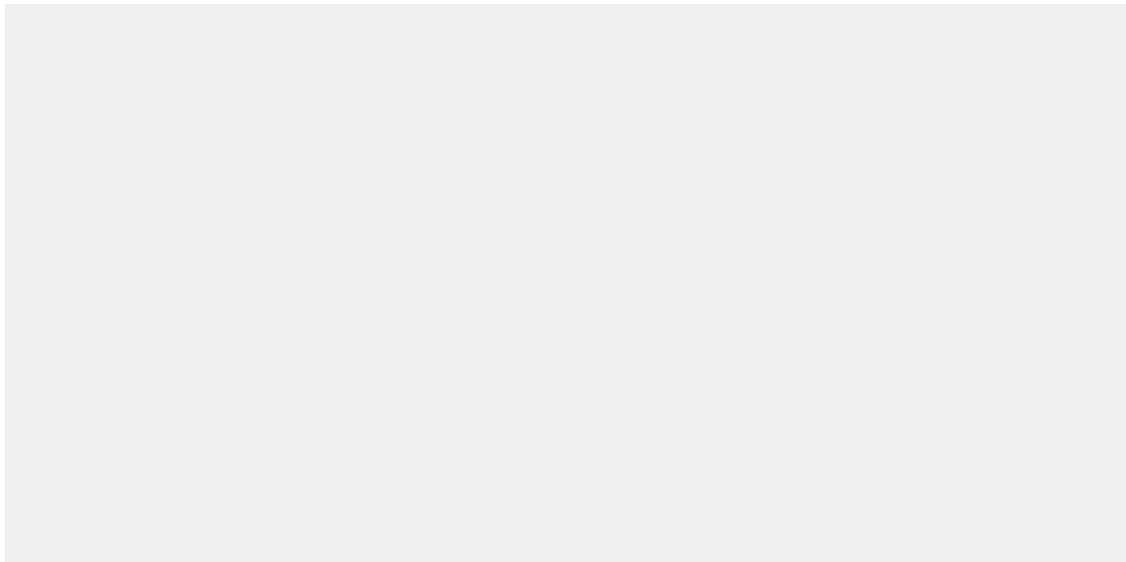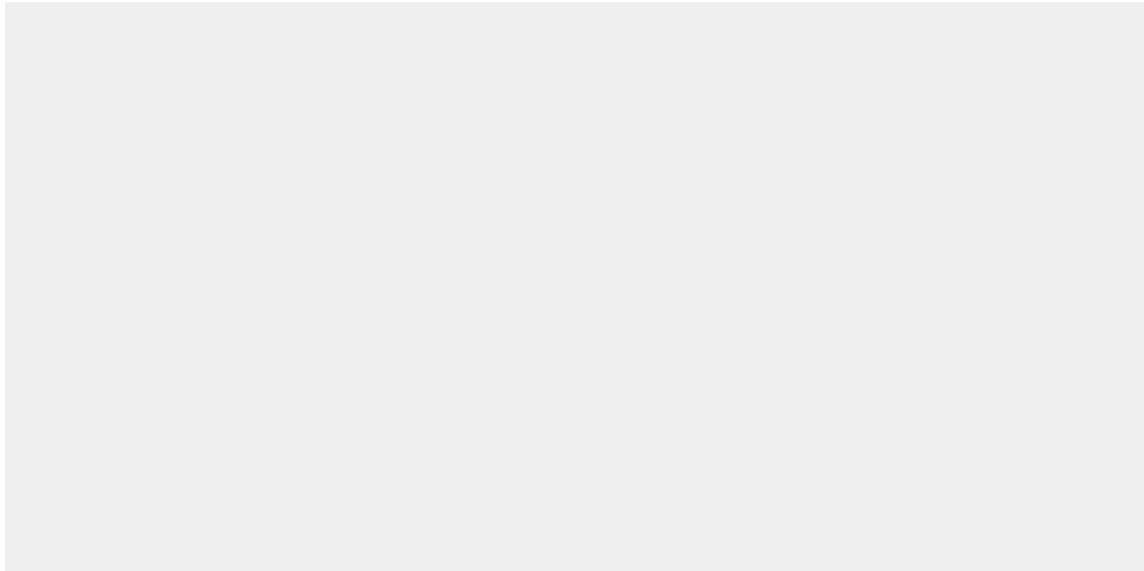## VIRTUAL ASSISTANT

What to Consider When Hiring a VA

Are the systems you have in place overwhelming you to the point that you have no idea where to start? If your systems were cleaned up and reorganized for you do you think you could successfully run your business?
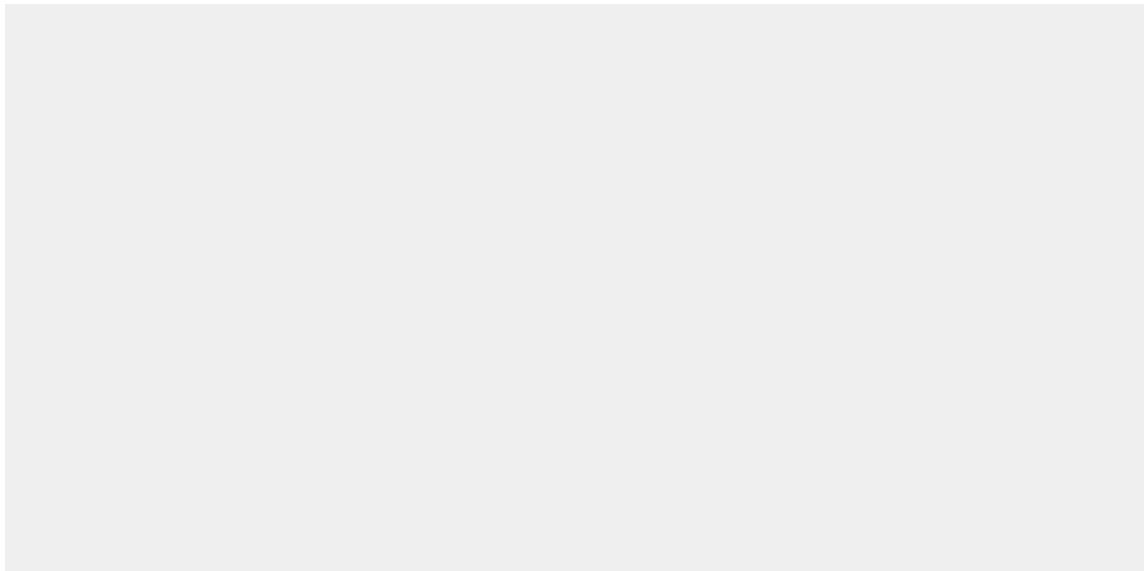
Are there tasks in your business that you always put off or don't like doing but you know are vital to your success? List them here:

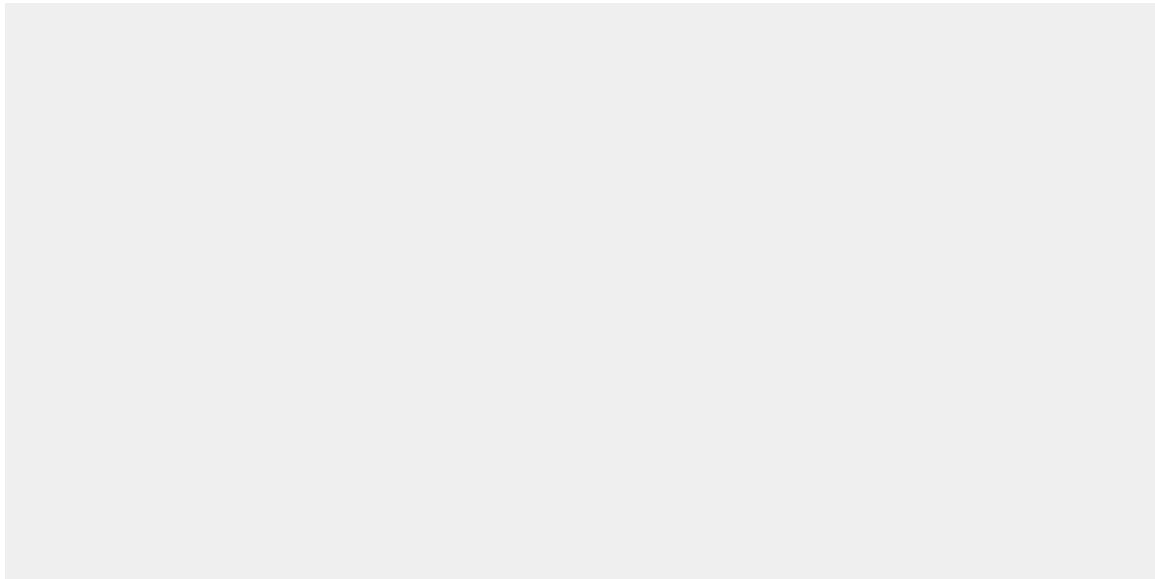What about the tasks that take **_a ton_** of time? They go right there:

Now if there were tasks that are on both lists. I want them below:

I want you to take a look at the tasks that were on both lists. These are the tasks that you would need to outsource first. They're taking up valuable time and causing a jam to your creativity flow. These can be business killers. Now if that task is that you're *completely overwhelmed* by your inbox then that may be a one time thing.

If your inbox was organized could you keep it that way and operate better? Look at each of those tasks and ask yourself those questions. Could they be taken care of all at once? Or do you truly need to outsource the whole kit and kaboodle?

Now list the tasks you could do if you had someone in charge of the previously listed tasks:

Now, what does that last list look like? Tasks you enjoy? A project that would bring revenue to your business? **More time with your family?**

Weigh your pros and cons. Now that you have it all written out decide what makes the most sense for yourself, your family, and your business. If you have any questions feel free to reach out to me at jennbaysva@gmail.com

XOXO,
Jenn