



# A VA Survival Handout

## Do You Have What It Takes To Be A VA?

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*Starting your own virtual assistant business requires more than just a desire to make money working from home. Ask yourself the following questions and answer honestly. Too many individuals look at becoming a VA as a way to make easy money from home, but the truth is, running your own business is anything but easy. Your honest answers to these questions will give you a clearer idea of what it takes to become and succeed as a virtual assistant.*

- Do I work well independently without the need to be told what to do or when to do it?
- Am I able to get along well with all different types of personalities, even those that many people find difficult?
- How good am I at making decisions?
- Do I have the stamina to put in the long hours and days required to run my own business?
- Am I good at planning and organizing?
- Do I have the motivation to keep going even when the responsibility of running my own business becomes difficult and stressful?
- Am I capable of the self control needed to set and meet deadlines without supervision?
- Can I remain focused and able to resist distractions?
- Do I have a good support system?
- Do I have adequate professional office experience?
- Do I have the technical expertise required?
- Am I able to market myself and my services?
- Can I handle sitting at a computer all day?
- Do I enjoy working alone?

The importance of your answers to these questions can't be understated. As a business owner you and only you will be responsible for all aspects of the business. You'll not only be providing your clients with VA services, but you'll also be responsible for bookkeeping, invoicing, marketing and all of the other aspects of keeping a business running and making it a success.

You might think that because you're virtual, getting along with people isn't as important, but remember, clients come with different personalities and so do people you network with. Making major decisions regarding your business, as well as the way you complete client work will be

