



# THE V-EDITION

November 2016

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# Do I really need a Virtual Assistant?



Are YOU running your business? Or is YOUR business running you?

- Are you in constant overload
- Have you missed important milestones in your business and personal life
- Do you have no time for business development?

Did you find yourself answering yes to these statements?

You thought that when you started your business you could have that work/life balance that everyone talks about. However, without knowing just when it happened, you have found that the majority of your time is spent working and now you are spending very little time relaxing, socializing, enjoying family time etc. Chances are, even when you do take time for yourself you are still worrying about all the things that aren't getting done.

You started your business because you had passion or a great idea, you probably didn't realize that the administration side of your business could take over from what you are trying to achieve.

You know the hourly value of your time why use it doing something you hate – usually anything to do with your accounts. Sure, all these tasks must be completed but is it necessary that they are completed by you.

Now that your business is booming you have a list of all these wonderful ideas in your head that you would like to implement into your business. Unfortunately, unless you are taking time out to consider strategic planning as well as business development, which includes attending networking events, your business will not continue to grow.

It is also possible you've become so overwhelmed with doing business that you are no longer following your passion for your business. You are probably alternating between feeling like you are in constant overload and feeling guilty that you are not giving your attention to the situation at hand.

These are sure signs you need someone to take a bit of a burden – a virtual assistant can be handling your everyday tasks while you work on what's important. Imagine even knowing that even when you're spending time with family and friends or taking a vacation, or attending client meetings that things aren't going undone. That's the peace of mind working with a virtual assistant can give you. A virtual assistant can help you implement those new ideas. And, if you're still not sure, try keeping a log of what you do for a week and see where you are spending your time (and perhaps where you are losing the opportunity to make money).