

## HOW MOST PEOPLE COULD STAY AT HOME INSTEAD OF WORKING AND STILL GET PAID FULL SALARY + BENEFITS (AND WITHOUT GOING SICK OR CLAIMING DISABILITY). AND DO THIS IMMEDIATELY...

It's remarkably simple, really. It won't apply to certain jobs, that's why I say "Most people". So let's see if you could do this...

The first step is to have your employer agree to let you work from home, ideally 100% of the time, but as much as possible. These days employers are becoming increasingly agreeable to this, so don't assume they won't let you! You could even resort to getting a doctor to recommend this, or claiming that you're entitled to it, but try simply asking first. Explain that it would be more efficient and that your work would improve as a result.

That's the first step. What you've accomplished now is to free up your week and still get paid. Great, but you still have to work though, so what's actually changed? What do you do now?

In a word: **OUTSOURCE YOUR JOB.**

Pay a Virtual Assistant (VA) in India or wherever to do what you do, and you'll be paying them a LOT less than what you get paid. Then take your life back...

Once you start exploring this avenue, you will be amazed at how many things get outsourced- everything from accountants to journalists could find a VA replacement instead of working and still get paid. You will also be amazed at the **QUALITY** of the work that gets turned out, maybe even better than you could've done!

Imagine having more time for yourself, family and friends. In fact, Lets ponder handing over all your business and personal tasks to be completed by someone you will never even meet. Outsourcing has become quite the go to solution and the biggest business trend in an innovative world where every minute counts. Now, you're probably thinking, companies that outsource should be well established and large in size right? Wrong! Why should Fortune 500 companies have all the fun and reap the benefits. There are outsourcing companies all over the world, most in China and India with virtual assistants or VA's to help with even the smallest of tasks, all while you sleep.

**I'M AN EMPLOYEE BUT WANT TO BE A BOSS! HOW WILL THIS HELP?**

Having a VA is a fantastic departure point. Whether you need someone or not isn't really all that important. Most entrepreneurs fail because they jump in the deep end of the pool rather than learning how to swim first. The point is, it's all worth it! The return on investment for a VA will have extremely effective results either way. Remember that you are trying to prepare yourself for a replacement.

It's time to learn how to be the boss. This system is low risk and low cost and may be used as a great exercise for you to try out. Remember, this is not an expense, this is an investment and will be repaid within a two week time frame. It's efficient, hands on and pure timesaving profit. It's important to take baby steps toward paying others to do work for you. Few people do it, which is another reason few people have their ideal lifestyles.

**Example:** Let's say you make \$50,000 a year which is roughly \$25 per hour in a 40 hour work week Monday through Friday. If you pay a top notch assistant \$30 per hour saving you one full 8 hour work day per week, your cost subtracting what you're being paid is roughly \$40. Paying someone \$40 to free up an extra work day is definitely worth it. VA'S can improve life and the management learning curve is very similar.

Let's first take a look at the grim side of delegation. Sometimes you need to weed out certain things in order to prevent abuse in power and slackers. Have you ever been given time wasted assignments, handed unimportant paperwork or asked to do something in the most inefficient way possible? It just doesn't work! Never automate something that can't be eliminated, and never delegate something that can't be automated or streamlined. Using Spam filters, auto responders with FAQ's and automatic forwarding tools for email will help to cut down on the amount of obligation one would have towards tasks. Sometimes using people as a solution to an already poor process, only presents a multitude of streamlined problems.

How to start selecting the VA that is right for you may be trial and error depending on your line of work. With all assistants present or not, there is always the interview process. There are thousands of VA'S that present a multitude of specialties and of course, not all VA firms are the same, so some may differ in common tasks. Below are some examples listed to give you an idea of certain tasks that these assistants are worthy of.

>Scheduling interview and meetings >Following up on appointments and tasks, and errands >Online purchases >Creating legal documents >website maintenance (design, publishing, uploading) things that don't require a professional designer >Monitoring >Editing >Publishing >Proofreading >Managing blogs >Updating database for CRM systems >Market research >Business plans >Legal research >Credit scoring >Search engine optimization >Reports >Newsletters Etc.

Testing out a few assistants on your task list will help to weed out communication levels to match your own as well as to decide who is worthy to hire or worth firing.

How much to pay someone to work while you sleep is simple! Indian and Chinese VA's as well as most from other developed countries will run you anywhere between \$4-15 per hour, the lower end handling low end tasks and the high end having a VA with a M.B.A. or PH.D. In the United States and Canada the hourly range is anywhere between \$25-100. It's obvious that India and China may be a better choice and your probably wondering why we even brought up the US or Canada but it's important for you to remember that the cost is for completed task not per hour, so you will need to make that decision yourself. Setting an hour cap for three simple tasks is a smart move with some VA firms, so keep that in mind.

Per hour cost is not the ultimate determination of price. Keep a lookout for per-task cost. Second, improve your odds and make sure to use a VA firm instead of a solo operation. Let's say you found the perfect VA, all is running smoothly and efficiently. You decide to go on vacation while having your VA take care of your to do's, then the unexpected! Your VA has fallen sick and is now the hospital. She is unable to work now and because you have chosen a solo operation, you now have no backup. This is why we recommend a firm. They will have several people on hand to take over at any time.

Trust is a word used very lightly these days. The good news is that in the financial world, the misuse of financial and confidential information is rare. Make sure to stay away from new hire's and forget about using a VA company that subcontracts their work to untested freelancers, they would first have to get your written permission, which in that case we advise you not to. The more established VA firms have up to date security measures that pinpoint when something has been abused. Here are two rules to minimize these problems from happening

1. Never use your debit or bank card for online transactions or with remote assistants because it can takes weeks and in fact up to months to receive it. In preference, it safe to say that the use of a credit card in today's generation is easier and painless when trying to recover funds.
2. If your VA will be accessing websites on your behalf, create a special login for your VA to eliminate confusion.

Here's some tips and tricks to communicating with your VA.

1. Request someone who has excellent English and indicate that some phone calls are required (even if not) Be safe to request a replacement in case there are repeated communication issues.
2. Give precise directions. Communicate at an elementary reading level and ask for the foreign VA's to confirm the task is understood before getting started.
3. Request an update on the task or project to make sure that the task is understood and possible to complete.
4. Assign tasks that can be completed with a 72 hour period.
5. Send one task at a time and no more than two. This will prevent overload.

Now understanding what kind of VA your looking for, let's go over what an actual email to a VA is comprised of:

**Example:** *Dear Sam,*

*Thank you. I would like to start with the following task.*

**TASK:** *I need to find the names and emails of some editors in a woman's magazine in the US who have also written books.*

*Can you do this? If not, please advise. **Please reply and confirm what you will plan to do to complete this task.***

**DEADLINE:** *Since I'm in a rush, get started after your next email and stop at 3 hours and tell me your results. Please begin this task now if possible. The deadline for these 3 hours and reporting results is end of day Monday .*

*Thank you for your speedy reply,*

*Robert*

Even if you don't need a VA, just get one and start with one off test project like a small task or something you can repeat every day. Remember, some of these task

projects will only run you \$4 per hour or whatever rate you have locked in with the VA firm on a pay per task basis.

Here are some of the VA firms that are trusted and are split up geographically for useful resources.

**US and Canada(\$20 per hour +)**

[http://assistu.com/client/client\\_how.shtml](http://assistu.com/client/client_how.shtml)

[http://yourvirtualresouce.com/looking\\_for\\_a\\_va.htm](http://yourvirtualresouce.com/looking_for_a_va.htm)

<http://www.iva.org/RFP/index.php> (click on go to the home page)

<http://www.canadianva.net/files/va-locator.html> (in Canada)

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

**North America and international (\$4 per hour +)**

[www.elance.com](http://www.elance.com) (search "virtual assistants," "personal assistants," and "executive assistants.")

**India**

[www.b2kcorp.com](http://www.b2kcorp.com) (\$15 per hour +)

[www.yourmanindia.com](http://www.yourmanindia.com) (\$6.25 per hour +) They handle both business and personal tasks and can work with you in real time 24/7 and complete work while you sleep!

Make sure to interview your VA first before you get started on assigning important tasks. Start small but think big, take a look at your to do list at what's been sitting on your desk the longest. Each time you are interrupted or change tasks, ask yourself, "Could a VA do this?" Examine stress points like what causes you more frustration and boredom? Don't expect miracles from a single VA, but don't expect too little either. Don't assign crap tasks that end up consuming rather than saving time and always remember to keep pushing outside of your comfort zone. That is the entire point, and in the end it's easier to reclaim a task for yourself, only if the VA proves incapable. Test the limits and capabilities, you won't regret it!