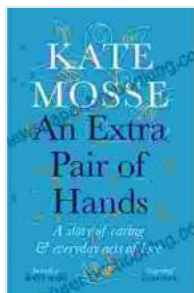


An Extra Pair of Hands: A Practical Guide to Hiring, Managing, and Working with Virtual Assistants



An Extra Pair of Hands: A story of caring and everyday acts of love by Kate Mosse

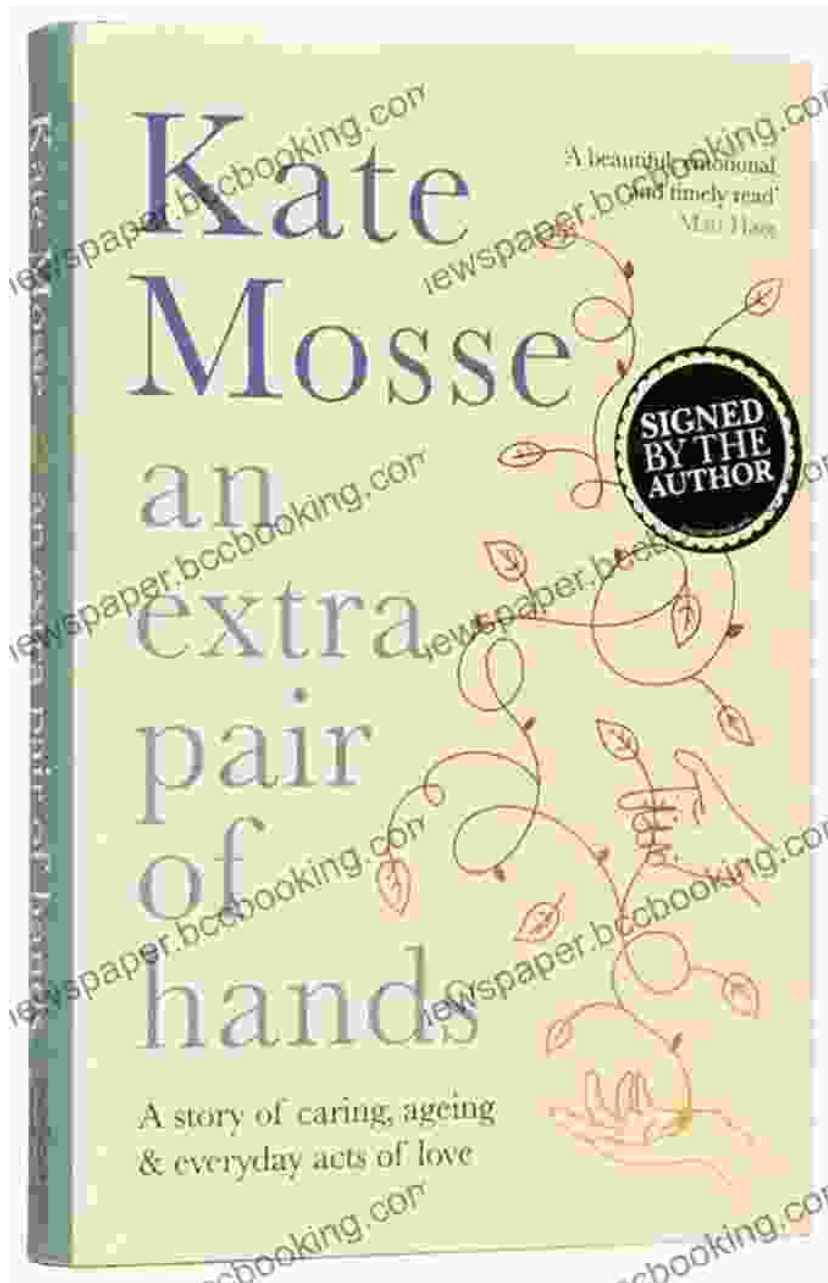
★★★★☆ 4.6 out of 5

Language	: English
File size	: 4637 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
X-Ray	: Enabled
Word Wise	: Enabled
Print length	: 204 pages

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Are you overwhelmed with work and struggling to keep up? Do you wish you had an extra pair of hands to help you with all the tasks that keep piling up? If so, then hiring a virtual assistant (VA) could be the solution you've been looking for.

Virtual assistants are independent contractors who provide administrative, technical, and creative assistance to clients remotely. They can help you

with a wide range of tasks, such as:

- Scheduling appointments and managing your calendar
- Answering emails and phone calls
- Creating and managing social media accounts
- Writing blog posts and website content
- Designing graphics and marketing materials
- And much more!

Hiring a VA can be a great way to free up your time so that you can focus on the more important aspects of your business. However, it's important to note that not all VAs are created equal. It's important to do your research and find a VA who is qualified and experienced in the areas that you need help with.

This book will teach you everything you need to know about hiring, managing, and working with virtual assistants. You will learn how to:

- Find the right VA for your needs
- Create a clear job description
- Interview and hire the best candidates
- Set expectations and manage your VA effectively
- Troubleshoot common problems

Whether you're a small business owner, a solopreneur, or a busy professional, this book will help you find the extra pair of hands you need to

take your business to the next level.

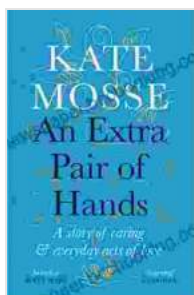
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