

Are You a One Armed Paper Hanger?

As a business owner, I find that my “To Do” list seems to get longer every day. When I do make time to tackle this list, I often find myself distracted by tasks that seem to take priority. Or is it that the job needs to be done but I just don’t want to do it or do not have the skills to do it well. So my jobs get put aside again until they become a “must do” item. So how can I get these tasks done?

The experts say that we need to decide what needs to be done first and then work on that job. That seems easy enough but what about the rest of the list? When you find yourself falling behind, the stress levels will rise, you tend to lose focus and become less efficient in the tasks that you do. When you start feeling overwhelmed is when you should get help.



Where can I go to get help?

Instead of trying to do everything by yourself, working with a Virtual Assistant may be an answer to this work load and it will allow you more time to do the things that you want to do. What is a Virtual Assistant or VA? They are independent contractors that work from a remote location to help you with many tasks. VAs can help you with:

- ✓ Administrative duties
- ✓ Social media
- ✓ Newsletters
- ✓ Blogs
- ✓ Accounting
- ✓ Power point presentations
- ✓ Event planning
- ✓ Research
- ✓ Editing
- ✓ Proof reading
- ✓ Setting up and maintaining contact lists
- ✓ Marketing

This is just a small list of tasks that many VAs can do. The cost will be less than you may think it is and the investment will be worth it. Virtual Assistants will often work on an hourly basis or by the job depending on the work involved. There are advantages to working with a VA. One of the advantages is that you can devote more time to your clients and those jobs that you like doing and leave the time consuming tasks to the Virtual Assistant. Your family will benefit as well as this will free up more time that you can spend with them.

How Can I find a Virtual Assistant?

There are many groups that support VAs and these can be found through an internet search. As many VAs specialize in certain skills, looking for them in the area that you need help in will be the best way to go. One example could be: “Social Media Virtual Assistant” if you are looking for help with social media.

So are you going to try and do everything by yourself like a “one armed paper hanger” or are you going to get help. Working with a VA may be one of the best things that you can do for yourself and your business. The peace of mind will be worth it. Call a Virtual Assistant today.