



Resources: Virtual Assistance
Thriving Coaches Roundtable May 7, 2007
Host Ann Strong, Thriving Coaches' founder interviews
Kelly Johnson, Thriving Coaches' online business manager (virtual assistant)

I. Virtual Assistant Directories

Virtual Assistant Networking Association (<http://www.vanetworking.com>)

Link to Virtual Assistant Directory:

http://www.mediamage.com/va/United_States/index.html

Digital Women (<http://www.digital-women.com>)

Link to Virtual Assistant Directory:

<http://www.dwdirectory.com/index.html?t=sub&no=42>

A Virtual Resume (<http://www.avirtualresume.com>)

The top of the page has tabs listing various specialty areas for the Virtual Assistants listed in this directory.

AssistU Registry (<http://www.assistu.com/client/registry.html>)

The registry requests that professionals interested in working with a VA complete an RFP which provides details such as tasks you would like to delegate, type of computer and software you utilize in your business, and information about your business. VAs who feel they are a good match for your business needs respond to your RFP, and you determine which VAs you would like to interview.

II. Services Virtual Assistants May Offer

1. Setting up shopping carts and merchant accounts
(Shopping carts allow you to place an online order form on your website; track orders, send newsletters and announcements to your subscriber lists; keep a database of client information. Merchant accounts are needed to process credit card charges for online orders).
 2. Setting up autoresponders
(A visitor sends an email to a specific address or fills out a form on your website and an instant automatic responder message (email reply) is sent to them. Autoresponders may be set up to send automatic replies to new customers and to provide additional information about a program once someone completes his/her online registration. Autoresponders are also ideal for setting up an e-course).
 3. Setting up bridge lines for teleseminars
(There are free and fee based conference call services; some of the free services also offer free recording capabilities.)
 4. Podcasting
 5. Website maintenance
 6. Managing newsletters, blogs
 7. Submitting articles to online directories
 8. Event coordination
 9. Creating marketing materials, media kits
 10. Transcription
 11. Research
 12. Welcome packets to send to new clients
 13. Creating eBooks
 14. Assisting with self-publishing books
 15. Travel arrangements
 16. Creating surveys
- ... the possibilities are endless!*

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