

FOUR BENEFITS OF HIRING A VIRTUAL ASSISTANT

It's all about *you*...

1. *You only pay for what you need!*

All support services cost money, but an employee, rather than a “contractor,” has a committed annual salary *plus* the costs associated with benefits. It is true that hiring a Virtual Assistant seems like a hefty investment, however, if you are committed to making it the best relationship that it can be, you will soon be looking for ways to make more money so that you can add more hours to your Assistant's week.

2. *You always have extra hands!*

A Virtual Assistant can do so much more than schedule your meetings. They can become a third pair of hands. If you take the time to teach them your daily work flow, preferences, company values, and pet peeves, they will be able to jump inside of your brain and predict your thoughts before you ever think them. Something as simple as a “Client Preferences” document can be created to show your standards and boundaries.

3. *You gain an accountability partner!*

You have a built in partner who can help you reach your goals. If you have a list of objectives that you would like to accomplish over x period of time, your Assistant can help to keep you on task.

4. *You get extra hours every day!*

You are always looking for extra time in each day. Your Assistant is your chance to get some of those hours back. If you delegate appropriately to your well-trained Assistant, your Assistant can answer your email, book your meetings, and pro-actively look for solutions to some of the daily tasks that you are already doing.

For personalized service to meet your individuals needs, we can help!

Data Management Solutions Inc
717-561-0518
www.dmsi.cc

