



# Virtual Assistant, The Series: Become a Highly Successful, Sought After VA

*Diana Ennen, Kelly Poelker*

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Virtual Assistant - The Series: Become a Highly Successful, Sought After VA sets the stage for starting, operating, and growing a successful and PROFITABLE virtual assistant business. This book has already helped thousands of administrative assistants, word processors, and other office professionals realize their dreams of becoming an entrepreneur. The book covers all the business nuts and bolts including business and financial planning, pricing your services, billing, and setting up your business. Plus, it offers information on creating your web site, daily operational procedures and most importantly, how and where to find clients. Discover how to put your existing skills to work for clients around the globe and apply them across many different industries Still working full time? You can still do it! We'll show you how to ease into your practice while working full-time AND continuing to care for your family. Along with their personal experiences, the authors also include recommendations from virtual assistants across the land. These are the real pros that are now running successful businesses. You will find their suggestions in the "In Their Own Words" section at the end of each chapter and featured throughout the book. This will enable you to see how others are making their businesses successful and provide you with a blueprint on how to do the same with yours. Cited as a "must have tool" for the VA industry, Virtual Assistant - The Series is currently used as training material for VA courses including: Virtual Assistance U, an online training center for virtual professionals; Red Deer College's VA Certification Program (in Canada); and other higher level learning organizations and colleges who are recognizing the potential for growth and continued education in the VA industry. \*\*As seen in Entrepreneur Magazine and HOMEBusiness Journal\*\*

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