

# Creative Online Business Support

## Virtual Assistance Checklist

task  
diVA

### 10 Signs You Need Virtual Assistance

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- 1. You're not getting the important stuff done
- 2. You don't have enough hours in the day
- 3. You're doing tasks that you know someone else can do much faster
- 4. You feel like you never catch up
- 5. You struggle to meet deadlines
- 6. You're feeling stressed and know your health is suffering
- 7. You spend hours on tasks but accomplish very little
- 8. You're trying to learn creative skills that aren't in your skill set
- 9. You're having to turn work away and/or missing opportunities
- 10. You feel you're losing that all important work/life balance

### 5 Signs You're Ready for Virtual Assistance

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- 1. You feel ready to let go and relinquish the control of creative tasks
- 2. You're ready to grow your business to the next level
- 3. You have definite tasks that you're ready to delegate
- 4. You have a budget for regular creative help
- 5. You have done some research and spoken to others about virtual assistance.

WHERE YOU ARE NOW IS WHERE YOU ONCE DREAMED OF BEING!

CHOOSING TO OUTSOURCE TASKS IS THE BEST TIME INVESTMENT YOU CAN MAKE TO  
KEEP YOUR BUSINESS RUNNING SMOOTHLY & TO KEEP YOUR SANITY IN THE PROCESS!

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