

Resources For Virtual Assistants and Business Entrepreneurs

FREE



KICK START YOUR VA BUSINESS!

***Market Leader for Virtual Assistants Since 2003**





Since 2003

The Educational, Informative,
Resourceful and Friendliest Global
Online Community for Successful
Virtual Assistants & Achievers

Are You Riding the Inside Track to Virtual Success Yet?

Want to Get Your Business Moving Forward But Don't Know Where to Start?

Let VANetworking.com Help You
Kick Start Your Business **STARTING THIS MINUTE**

JOIN our VA Networking Forum
(It's FREE!)

Welcome to VANetworking.com, the largest global networking place online for successful and aspiring Virtual Assistants. You are about to embark on an exciting journey into the multifaceted world of virtual assistance. Whatever is on your mind, whatever questions you can't find an answer to, whatever it is you need to share and explore ... YOU WILL FIND IT HERE, your new online home away from home.

So, before you start posting all your questions and ideas (and we know you will!), set aside a bit of quiet time for yourself. Print this document, make some tea, put the kids down for a nap, and get ready to kick start the virtual career of your dreams. Item by item. Day by day. YOU set the pace. Just promise us one thing: that you'll at least explore each and every item in this Special Report. If you do this and nothing else over the next day, week, month or even YEAR, you can be absolutely certain that things are going to start happening for you and your virtual assistance business.

**Because this is where it all happens. Right here at
VANetworking.com. The warmest place on the web.**

**(Some would say we're the hottest place for VAs to network online,
but then we'd have to change all our graphics and downloads and well, we're too busy!)**

Now go get some rest. You've got lots to do and we promise, you're in for one fantabulous ride!

See you at the VANetworking Forum!

Tawnya Sutherland and the VANetworking.com Team

Courtesy of VANetworking.com

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1. Get confident. Get excited. Define exactly what you do so you can tell the world.

In the beginning, do your due diligence and surf around the [VANetworking homepage](#) and website to learn everything you can about virtual assistance. Take notes. Explore the links and even visit other industry websites. Do you have questions about our network? About the industry in general? Maybe you're still deciding how you can be a part of this exciting new way to work from home! Great! Write it down. Now you've got lots to say on the forum next time you log in, don't you?

Be sure to note the various definitions of virtual assistance provided on our [What is a VA? page](#). This is good stuff for your elevator speech. Or your website! You are free to use the following definition for your own website.

A Virtual Assistant (VA) is a highly-skilled, independent professional who provides administrative, technical and/or creative business support services.

They are your off-site administrative professional.

*Source: [VANetworking.com](#) Virtual Assistant Definition,
The Market Leader for Virtual Assistants Worldwide

Freely use our definition on your website without acknowledgment. An exchange link as stated in above *Source is greatly appreciated but not required. We find most VAs like to define virtual assistance for their website visitors on either their homepage or "about" page. You decide—it's your website.

So, what does "virtual assistant" mean to you? And how will you niche yourself in the ever changing, ever expanding field of virtual assistance? Yes, write that down too!

2. Know where you stand. Explore a Virtual Assistant's Ethical considerations.

And then define your own, in writing. As any successful entrepreneur will tell you, you must know your boundaries. You must define your ethical standards before there is a crisis or tough decision to make. While you can't plan for every possible situation, you can empower yourself with a well defined code of ethics to run your VA practice by. Simply put: think about and write down what you will and will not do for clients. It's also important to define your expectations for the VA-client relationships that you are going to be building in the months and years ahead. For if you yourself don't know where you stand, how can you prepare to explain it to a client?

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Not sure where to start? No problem. Check out our [VANetworking Member Ethics page](#).

You may freely use this list on your own website. The ethics were written by members of VANetworking.com, of course! And remember to show your pride and please support us by referencing VANetworking.com as your source on your website.

3. Wait a second. You signed up for our networking forum already, didn't you?

What are you waiting for? It's FREE! It's fun! And there is no obligation to do or be anything but yourself. Yep, we're THAT nice around here. You'll get straight talk when you need it and a pat on the back or virtual hug when you need that too.

[Sign up to our FREE VANetworking Forum right here!](#)

Not quite ready to start mixing and mingling? That's fine. We don't mind lurkers one bit. In fact, we encourage you to lurk around for a while and check out all the interesting discussions going on. We challenge you to think of something VA related that we DON'T talk about! Can't find something? Use the Search feature (top right hand corner of the Forum).

WARNING 1: Tell everyone you know that you don't want to be disturbed when your door is closed. You may be reading forum threads well into the night. And the next night. And the next ...

WARNING 2: The VANetworking Forum is really *addictive*. You'll find yourself wanting to check in each morning and throughout your workday just to see what's new in the Coffee Talk Forum or to ask your own burning question about the client who is driving you nuts.

Testimonial

"In the time I've been a member at VANetworking, my virtual assistant business has grown from having zero clients to a near full time practice. I attribute a large part of that success to having a place like VANetworking to come to for helpful, friendly advice, to find solutions to problems, to learn about new ideas and techniques, and to find talented virtual assistants who have helped me grow my business."

Yvonne McCoy - Swift Office Services

The bottom line is that the VANetworking Forum is full of really nice people just like you. So come on over. We can't wait to meet you! (When you're ready of course.)

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4. Unfortunately, these rules were NOT meant to be broken.

One of the biggest mistakes forum goers make is NOT reading the forum's rules page FIRST. If you want to show everyone the consummate professional you really are, please (pretty please) read our [Forum Rules](#) before you make that first post. Then be sure to bookmark them for easy reference.

Word to the networking wise: Self promotion on ANY forum is considered not only tacky but flies in the face of online networking etiquette. We at VAnetworking value the opportunity to share ideas, support one another in the challenging times and just plain help each other build wildly successful virtual businesses. If you do these things we almost guarantee that, over time, you will earn the respect of your fellow forum goers and maybe a referral or two too!

5. If you want to stay on top of what's happening in VA land, you need these!



Tawnya Sutherland, the forum founder, publishes all kinds of interesting and informative newsletters for virtual assistants and virtual professionals. Sign up for just one or sign up for them all. Either way, you're sure to find something useful in your inbox on a regular basis. Tips and tricks you can apply to your business right now. Invitations to business webinars and networking opportunities. Notices of upcoming discounts and special offers. And info about anything else cutting edge VAs need to know about.

Check out the following newsletters and sign up today!

- By joining up as a FREE member at our [VA Networking Forum](#) you'll automatically be subscribed to "The Virtual Assistant Forum" newsletter which is a fun to read blend of advice, motivation and juicy tidbits about what's happening at the forum and at VAnetworking.com in general. Tawnya lets you know about the latest and greatest offerings from our partners as well as her popular "freebies section" (Hey, free is fun and fun matters too.)
- <http://VirtualAssistantCareer.com>

Download 2 FREE gifts when you sign up to Tawnya's VA startup system newsletter. You'll get "The VA Startup Checklist" plus get access to Module 2 of the Virtual Assistant Career program.

- <http://www.VAnetworking.com/seminars>

Sign up to be notified of our FREE VA Training Webinars that we hold on a regular basis.

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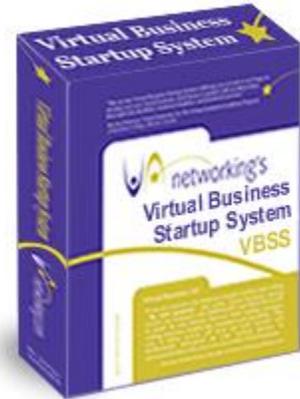
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6. If you still have questions about how to get your business off the ground, we've got a great free download you can get right NOW.

The most efficient and effective way to be on the road to success with your new Virtual Assistant business is to have all the tools you need at your fingertips. Check out the [Virtual Assistant Career Startup System](#) and download our VA Startup Checklist PLUS gain access to Module 2 of the Virtual Assistant Career program:

- Checklist to get your VA business up and running!
- Testimonials from some of the best in the virtual biz today.
- A detailed Table of Contents outlining exactly what this now famous system includes.
- Self assessments to help you better understand where you're at in your entrepreneurial journey, including:
 - What's Your Motivation?
 - Is Self-Employment Right For You?
 - Determining Your Business Goals
 - Assessing Goal Practicability



These free info will give you all the information you need to decide if the [Virtual Assistant Career Startup System](#) is right for you. Plus it will get you thinking like the entrepreneur you know you are!

7. Ever wonder how VANetworking can offer so much valuable information for FREE?

People, people, people. That's how! Over the years we've gotten to know some pretty incredible people here at VANetworking. Some of them newbies, some of them veterans, and all of them consummate professionals. Lucky for you, many of these generous folks volunteer their time and expertise on a regular basis. From the VAs who Moderate the many different topics at the Forum to the VA Virtuosos who share their wisdom at the VANetworking free seminars, each and every one generously adds to the magic that makes VANetworking a top hang out for VAs globally. Learn the real history behind VANetworking and how we got started in 2003 by visiting our [About Us page](#).

[Ok go GET YOUR FREEBIES HERE!](#)

8. What would you do with your business if you could learn the tools and tricks for free?

Well, get ready to take your business to the next level then, because VANetworking offers [FREE eSeminars](#) on everything from niche marketing to personal motivation to getting more organized in your business. Respected business gurus from around the web are lined up to join us throughout the year and share their secrets with YOU, live.

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As if free seminars aren't enough reason to put the kids down early, the networking time at our VA Jot Socials are. Get to know your fellow VANetworking forum members a little better. Bump shoulders with newbies, veterans and sought after sages alike. This is networking on steroids. Plus it's just plain fun!

At this price (free!), how can you afford not to attend?

9. Need some additional VA Training but don't know where to start?

Our innovative line of [Virtual Assistant training products](#) provide service providers just like you with a variety of materials, in various formats, to help guide you through selling your Virtual Assistant services to your target market.

We offer a comprehensive selection of ways to train for all your training needs from workshops, seminars, eBooks, quick tutorials, exclusive member sites, coaching to all-in-one learning systems at prices to meet all Virtual Assistants budgets.

- [Virtual Assistant Career Startup System](#)
- [Exclusive membership Club for Virtual Assistants](#)
- [VAvirtuosos Online Conference](#)
- [VIP VAmotiVAtor Mentorship Coaching Program](#)
- [How to Become a VA Book](#)
- [Virtual Assistant eBooks](#)



PLUS...



A VA Certification Program - VAcertified.com is the go-to resource for Virtual Assistants who want credible, unbiased and international recognition for their skills, education, professional experience and industry contributions.

[Get VA Certified today!](#)

10. Looking to attend your first VA Conference?

If you are looking to network with other Virtual Assistants to get to know and learn their secrets to success, look no further than our online VA conference, the [VA Virtuosos Seminars \(VAVS\)](#) held twice a year!

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With a membership as large as ours you can rest assured that I've been lucky enough to come across some very successful Virtual Assistants over the years. AND these expert VAs are now ready to share their knowledge with other VAs to help them succeed in business too.

In no other industry will you find such a sharing and supportive network between business colleagues except here in our VA world!

Our VAVS conference with our theme of "[From one Virtual Assistant to Another](#)" is an event online you won't want to miss!

Finally an online conference for Virtual Assistants with fabulous news from credible sources, VAs who have been there and are doing it successfully.

All for one low price PLUS a truckload of free downloads and special offers. Some points I'd like to highlight...

- It's affordable (yep, we're still in a recession)
- It's accessible (who isn't online nowadays?)
- It's social (connect with your business peers)
- It's educational (knowledge is power)
- It's FUN (duh! Just read the raves from previous years)

Check out the [VAvirtuosos Online Conference](#) and make sure you have a seat reserved as we sell out every Spring and Fall!

11. Show them you're WAY into this virtual assistance thing. And proud of it!

Perhaps the only thing more exciting than becoming a virtual professional is telling everyone else what you're up to. Virtual assistance is exciting. It's still new. And people need to know you're hanging with the movers and shakers. Because YOU'RE a mover and shaker too.

Spread the word. Show them you're a card carrying member of VANetworking.com. How?

- 1) Share this Kick Start Package with a friend. Yep. Email it to someone RIGHT NOW. Or just send them this link: <http://www.vanetworking.com/VAkickstart.pdf>
- 2) Then [link your website to VANetworking](#) by adding our member button to your homepage or About page.



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Why is this so important? Because your goodwill means a lot to us. It helps us grow our membership base which in turn helps us attract advertising revenues which in turn helps keep all these fabulous resources listed here FREE for VAs around the world. Thank you!

12. And you thought clients were the only way to make money. Try this...

Want to earn some extra cash with your website and help spread the word about virtual assistance at the same time? [Join the VA Affiliate Program](#). It doesn't cost you a thing to get started, but you earn a commission for every purchase made through your affiliate link. Set up is easy. Promoting VANetworking's top notch products is even easier.

You might be wondering "What the heck is an affiliate program?" Affiliate marketing is a credible, legitimate way to endorse someone else's products and services while earning passive income. (Passive income means you get to make money without punching a time clock).

The [VA Affiliate Program](#) is an advertising system that rewards virtual achievers like you for helping to drive traffic to our website. It's a win-win!

- The Virtual Assistant Career Startup System Program
- The VAinsider Club
- VAvirtuosos Online Conference
- Virtual Assistant books/ebooks
- Plus more products all targeted towards VAs!

What are you waiting for? [Sign up to become a VANetworking Affiliate today](#). What could be better than earning money while you sleep? Sweet dreams.

13. The only thing better than shopping downtown is shopping here for your business.

Forget watching local flyers for sales. At the [Virtual Assistant Shop](#) you'll find products and services that will help you run your virtual business more efficiently and more professionally. From virtual training programs to remote access to your clients' PCs, you'll want to take advantage of these exclusive offers and put your business on the cutting edge.

As if that is not enough, you can access all kinds of business goodies at the [Virtual Assistant Shop](#). We've got downloadable eBooks (instant gratification, really), affordable swag and client gifts, and even business templates! Get your VA biz outfitted without breaking your budget.

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“What if I’m ready to kick start my ENTIRE online business strategy?”

Great. We’ve got something for that too...

Hello, it’s me, Tawnya Sutherland. I hope you enjoyed this free download full of resources for your virtual service business and you will put them all to good use for your service business success. All our VA resources may seem overwhelming at first but you don’t have to check them all out today either. We’ve been around since 2003 and we have accumulated everything you’ll

ever need for your VA business at our network. We aren’t going anywhere anytime soon so just know you can refer back to this document anytime you have time ;) Feel free to email this ebook and share with your friends too!



BUT WAIT!!!

Please do hang tight for one more minute as I’ve got another **SPECIAL OFFER** just for you...

The VANetworking Team and I truly enjoy creating and sharing this kind of resource with our colleagues. It’s our way of acknowledging every virtual professional who works so hard every day to build something special and of value to others.

There is so much happening in the virtual assistance industry—and virtual industries of all kinds—it’s overwhelming to think about the possibilities for your own business. I know more than anyone the challenges of starting and running a virtual business from home. Kids, relationships, clients, and yes, trying to get just a minute or two for yourself, let alone work on things like article marketing! Yet we always find the time, don’t we?

That’s what being an entrepreneur—a virtual professional—is all about. Pushing yourself to and beyond your boundaries to create something magical. (I think working for myself and making excellent money doing it IS magical, and you should too!)

All of these things are why I started what is now the fastest growing professional club online for VAs and other virtual pros.



[Our VAinsider Club](#) was formed to help people just like YOU locate all the tools, resources, expertise and industry knowledge in one friendly place.

No more guess work. No more endless hours at the computer trying to figure out if you’re doing it “right.” No more wasting money on gimmicks that just don’t work!

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Literally thousands of virtual professionals already have a **FREE VAnetworking membership like you do by now too**. This free membership provides access to an array of forum topics that newbies and veterans alike are learning and benefiting from every single day in their own practices.

BUT, What Would the Business World be Without Our Keeners?!!

With 25,000+ members and growing, we at VAnetworking have discovered a group of you in our midst that is ready to kick things up a notch. You want something a little more “exclusive,” a “total package” designed for the discriminating VA who hasn’t got the time to shop the forums for the best deal.

That’s why I put together an exclusive [VAinsiders Club](#) which is easily the most important investment you may ever make in the long term success of your business.

A few of the perks you will gain EXCLUSIVE access to:

1. An active job board with over 2000 quality RFPs since we formed our club.
2. Monthly strategic group coaching to keep you motivated and accountable.
3. Hands on monthly webinar training to take your VA business to the next level.
4. Over 100 templates and contracts for your business success.
5. Access to 275+ archived webinars (approximately 1 hour long each) on every topic imaginable presented by fantastic and informative business speakers from around the globe.
6. 140+ fully illustrated system training sheets you can use in your business to help your clients get their tasks done.
7. A collection of 40+ eBooks from VAnetworking’s ebook store and other resources on various topics to help you supercharge your Virtual Assistant business.
8. Access to our DIY VA Training Series to further educate you in areas of business that will help you gain more clients, market your business, build your business service list and give you the credentials to help you stand out from your competition. 4 DIY video courses in all!
9. Our monthly MotiVAtors to start off your month on the right foot in your virtual business.
10. PLUS many more VAinsider Perks!

If you’re ready to experience more visibility, more efficiency, more marketing savvy, more clients and **MORE PROFITS**, then you’re ready to experience being a VAinsider Club member.

So, if YOU are ready to put your business on the inside track here’s my extra SPECIAL OFFER I mentioned earlier (and thanks for hanging in there) ...



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My **SPECIAL OFFER** to you...

25% OFF Discount to our VAinsider Club!

[Just click here to try it out!](#)

To receive the discount upon ordering please apply this coupon code: **KICKSTART**

Even if you don't want my SPECIAL OFFER do visit the link just to read about all the extra benefits of becoming a VAinsider member that I forgot to mention above. ENJOY!

I'll see you on the inside track!

Tawnya Sutherland
Certified Internet Marketing Specialist
Founder of VANetworking.com and the [VAinsiders Club](#)

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