

How to Begin Your Virtual Assistant Journey

1 Understand What "Virtual Assistant" Really Means Today

"You're a full team member for these companies. You just happen to be in the Philippines."

Tip: Shift your mindset — this isn't about task-doing, it's about becoming part of the org chart.

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2 Evaluate the Company Culture Before You Apply

"Do they celebrate achievements, offer training, have a wellness program or community?"

Tip: Ask yourself — will this company treat me as a person, not just labor?

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3 Only Work with Clients Who Set Clear Expectations

"Make sure there's clear scope and expectations. That's where failure happens — with no clarity."

Tip: Look for structure, onboarding plans, and communication — not chaos or rushed demands.

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4 Respect Yourself and Expect Respect Back

"They need to be respectful of your life, your family... not looking for around-the-clock expectations."

Tip: Know your value. If they treat you like a 24/7 commodity, they're not the right fit.

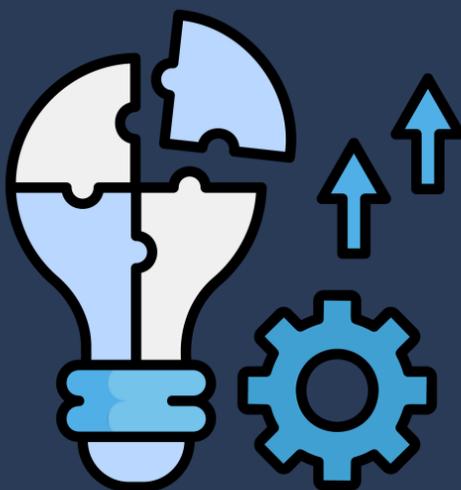
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5 Embrace Core Values Like Gratitude, Accountability, and Teamwork

"Our values spell GREAT — Gratitude, Relationship-driven, Everlong quest for improvement, Accountability, Teamwork."

Tip: These aren't buzzwords. Adopt them, live them, and look for clients who do the same.

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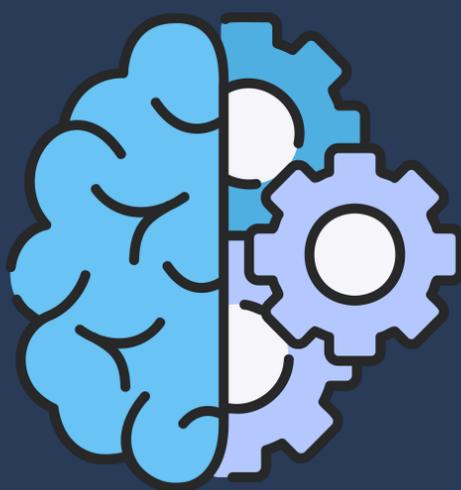


6 Build Soft + Digital Skills Before You Start

"If nothing else, get these foundational skills: email, calendar, file sharing, ChatGPT, typing..."

Tip: Start with free tools. Learn email etiquette, task management, and virtual collaborations basics

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7 Practice Proactive, Not Reactive Work

"Instead of just doing the task and waiting, be proactive. Ask, what's the next step?"

Tip: Think ahead, use AI like ChatGPT for guidance, and surprise your client with initiative.

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8 Stay Hungry, Learn Fast

"She was a teacher... learned legal software in 2-3 weeks and now trains the U.S. team."

Tip: Don't let lack of experience stop you. Learn, adapt, repeat. Clients value growth mindset.

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9 Join AI + VA Communities

"Sign up for newsletters around it, go join Facebook groups around AI..."

Tip: Surround yourself with like-minded people. The best VAs don't work alone — they network.

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10 Own Your Journey: EQ + Skills = Success

"Do you get it, do you want it, and do you have the capacity to do it?"

Tip: Master emotional intelligence (EQ), build rapport, and back it up with capability.

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