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Define what a virtual assistant does and whether or not it is the career for you. Describe the transition the shift from employee to business owner. Summarize how to compete. Describe corporate choices for virtual assistants. Describe how to carve out a niche and decide what services to offer. Summarize how to grow your business and market appeal.

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Before you can start taking clients in your new VA business, you'll need to figure out how to get paid! There are quite a few tools to help and systems to use. In this post, I'll share with you my current system, tools I've used in the past, as well as some free options if you don't have a lot to invest starting out. First, you'll need to decide how you charge clients for your time.

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#### ~~101 Ways To Use A Virtual Assistant co-Branded HP~~

What exactly is a virtual assistant? A virtual assistant (VA) is a person that can give support to other businesses from a remote location. Thanks to high-speed internet, document sharing, and cheap conference calling systems, virtual assistants are in high demand by entrepreneurs and online businesses that need help but don't want to bring on full-time staff in a specific location.

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A virtual assistant is an independent contractor or business owner who works from home and provides administrative and/or high level services to clients to help grow their business. For anyone with standard skills (or someone willing to learn new skills), starting a service-based business as a virtual assistant is really a no-brainer.

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