

# Chela's Guide To...

## HIRING AND COLLABORATING WITH A VIRTUAL ASSISTANT IN YOUR SMALL BUSINESS

### WHAT THE EXPERTS SAY

As a former Executive Assistant who was a part of Corporate America for many years, I'm always interested to see the published annual list of top companies to work for. Not because I am job-searching, but because I like to use the data to support statements I often make about the role of administrative professionals in the success of the companies included on those lists, especially the ones that maintain an annual presence. I know two things for sure: those companies are financially viable and rank consistently, in part, because 1) *their teams include savvy and efficient administrative employees*, and 2) *they recognize and strategically utilize the carefully-crafted skill sets of those talented team members in day-to-day workflow*. This tried and true formula contributes to how successfully any company scales and grows.

Any company of any size, of course, including small businesses like yours and mine. If you want to scale and grow – or even just manage day-to-day operations strategically and cost-effectively – a strong administrative presence can help you meet that goal. Hiring an employee, which involves taxes, payroll, and sometimes a few benefits, may not make the most sense for your particular situation. Hiring a Virtual Assistant (VA), on the other hand, takes away much of the overhead associated with having an employee and might just be the solution you need. Small business experts have certainly been saying that for years. And most solopreneurs and entrepreneurs who have followed their advice agree

“ **The fact that you're reading this guide tells me you either already agree – or are on your way to doing so.** ”

I want to help you move a little further along in your research with this quick guide. It is certainly not everything you'll ever need to know about taking a step like this in your business, and at some point, I believe a live conversation to answer your specific questions makes sense before investing your hard-earned money in a move like this (I offer an affordable [consulting session](#) for that). But you'll at least walk away with even more of an understanding of how you, both personally and professionally, can potentially benefit from bringing a VA into your business. And you're getting the information from someone who wears three hats in the VA industry as:

- a service provider (to authors and speakers)
- a coach and mentor (to aspiring, startup, and established VAs)
- someone who hires other VAs in her own business

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Author of *Noted! Business Lessons Learned from Twenty-Two Years of Virtual Assistance*, former Executive Assistant Chela Hardy has been guiding the entrepreneurial dreams of aspiring VAs for many years as a coach, mentor, and longtime Adult Ed instructor (for Loudoun County Public Schools, Virginia) teaching the course *Work from Home as a Virtual Assistant*. Chela is also a consultant offering publishing and writing services from her website [AuthorAndSpeakerServices.com](http://AuthorAndSpeakerServices.com).