



THE DO'S AND DON'T'S WHEN YOU START YOUR VA BIZ

I'm going to share with you the things I wish I would have known before launching my VA Business. The things I wish someone else had shared with me!!

My hope is that by sharing my journey I can save you a bit of time and a lot of stress.



FIRST THE DON'TS

Don't skip that interview process

Ask a lot of questions and take notes.

Don't conduct yourself as if you are an employee, you are now a business owner

Don't use your Social Security Number for tax purposes. Get that EIN in place from day one. This is not information you want to share with anyone



THE DO'S

The Interview Process

One- be prepared write-down everything you need to ask

Two-be clear about what you offer and when you're available

Three- give them your full attention and allow them time to ask questions

Four- if it doesn't feel like a good fit offer a trial period

Five-goes along with two -be very very clear on how much you charge if for example you offer 1 hour of email a month and they want more they will pay x amount for that time



THE DO'S

Using Personal Information

One -your social security number. You don't want to share this information with anyone so get that Tax ID number before you have the first client

Two-using your personal email address. If you don't have a business email account start one, or your personal email account will be bombarded with business-related material and you want to be able to separate business life from personal life.

Three-listing your home address and or phone number. I use a PO Box as my address and never list my Phone number. Be cautious and always protect yourself and your personal information.



THE DO'S

One- say no to any client requests you aren't comfortable with **REMEMBER YOU ARE IN CHARGE**

Two- set clear boundaries and expectations. People will take advantage if you allow them, so, make all the rules and boundaries very clear from day one.

Three-set time aside for you. It becomes so easy to get wrapped up in business and forget to take care of ourselves but you must. To avoid burnout, stress and exhaustion. Number one reason will always be that **YOU DESERVE IT**

Four- Choose not to work with someone or to end business with a client that you feel isn't the right fit. It's **OK to say NO!!**



Lesson Learned

Though that first client wasn't ideal I did learn from it and hopefully, you can too. I want to spare you a stress headache and tears. Yes, I did shed a few stress-related tears over it. In the long run, it was a learning experience and good content for my blog!!

I hope you find these tips useful!!

Have a blessed day, Myla