

Wholesaling Lease Options – FREE Bonus

“How to find, hire and train a Virtual Assistant for \$2/hr”

Videos:

- Video 1 (<http://screencast.com/t/Y2E5ZDAwZj>)
- Video 2 (<http://screencast.com/t/ZGQwYTU5MjE>)
- Video 3 (<http://screencast.com/t/ODJlNmM5>)

Important Considerations:

- Consider the cost of hiring & training employees vs. virtual assistants
- Preparation is the key to success with your Virtual Assistants. If your jobs and systems aren't prepared and ready then you will most likely not get good results because they won't know what to do.
- The main reason people fail with VA's is that they don't do a good job managing their projects.
- Give clear expectations and **deadlines!**
- Tie payments to clearly defined milestones
- Don't choose someone mainly by price
- Start small & keep it simple

Simple Steps:

1. Create good systems
2. Create good job descriptions
3. Post your job
4. Interview the assistants
5. Hire your assistant
6. **Manage** the project
7. Reward good work

How I Use Virtual Assistants:

- Marketing for Sellers
 - Searches through Craigslist and FSBO sites for motivated sellers
 - Send emails & voice mails to sellers
 - Finds addresses & personal information from Absentee Owners and Expired Listings
 - Send postcards through www.Click2Mail.com
 - Transcribes any voice mails from sellers
 - Updates database with seller information (see www.Nesters.com)
 - (Sometimes my VA will call sellers back and schedule appointments for me to talk to them - see www.TimeDriver.com)
- Marketing for Buyers
 - Create vFlyers / Postlets for each property
 - Post vFlyers on my website
 - E-mail new properties to Buyer's List (www.mailchimp.com)

- Post properties on 20+ different websites
- Transcribe voice mails from buyers onto spreadsheet
- Emails my Selling Manager any responses to ads

Favorite Tools & Resources:

- www.oDesk.com
 - Watch this video (<http://www.screencast.com/t/MzVkNWizZGU>)
- Docs.Google.com
 - Goal - have a training document / systems manual that you can train your next VA with when you lose your current one. It's so easy to revise!
- www.JingProject.com

Misc Links:

- www.99designs.com
- www.Fiverr.com
- www.elance.com
- www.guru.com
- www.vWorker.com (formerly Rent-A-Coder)
- www.Craigslist.org