

Starting a Virtual Assistant Business: Checklist

Congratulations! You have made the decision to start your very own business! This is a huge step and you should be proud of yourself!

Now, are you ready to get started? The list below are some of the basics that you will need to get your Virtual Assistant business up and running. Check them off as you get them done!

- ☐ Decide what services you will offer and who you will offer them to
- ☐ Figure out who your ideal clients are
- ☐ Pick a name for your business
- ☐ Create a business plan
- ☐ Register your business with local, state, and national governments (when applicable)
- ☐ Apply for an Employer Identification Number (EIN)
- ☐ Open a business bank account
- ☐ Set up a way to accept payments (Stripe, PayPal, etc.)
- ☐ Set up a way to track income and expenses or find an accountant to help
- ☐ Set up branding for your business (logo, color scheme, etc.)
- ☐ Determine your rates for your services
- ☐ Set up a workspace in your home or lease office space
- ☐ Register a domain name
- ☐ Set up a website ([here are some great WordPress themes!](#))
- ☐ Set up your social media profiles
- ☐ Set up an email address and phone number for clients to contact you
- ☐ Set up your contracts and legally cover your business
- ☐ Set up a welcome packet for new clients
- ☐ Order business cards (I love using MOO!)

- ☐ Learn, or practice, any tools/skills that you will need
- ☐ Plan your marketing strategy and develop marketing materials
- ☐ Practice your pitch to potential clients
- ☐ Determine how you will [track your time](#) (if charging hourly)
- ☐ Determine where you will find your ideal client
- ☐ Reach out to potential clients
- ☐ Land new clients
- ☐ On-board new clients (see my process [here!](#))

Congrats! Now, grow your business!

Does all of this seem a bit overwhelming? Don't worry, you are not alone in that feeling!

Ready to find out how to easily conquer each of these tasks? [Find out how here!](#)