

# VA Brainstorming Prompt

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Use this worksheet to walk yourself through 1) whether or not you should bring on a VA and 2) how to proceed when adding this team member.

Answer some questions that are critical to the hiring process and will prepare you for interviewing so you find the perfect candidate and develop an efficient, productive working relationship.

1. What parts of my work light my soul on fire?
2. What day-to-day business tasks could be completed by someone else?
3. What would I do with an extra 1, 5 or 10 hours per week?
4. What is my vision for my business five years from now? Do I see myself with a team under me? What tasks is that team responsible for?
5. What is one move towards growth or diversifying my income that I want to take?
6. What steps would I need to take or skills would I need to acquire to begin to realize that goal?
7. What part of this process could be done by someone else if I brought them into my vision?
8. What is my budget per month for adding a team member?
9. How will I be adding value to my audience through the addition of a VA?
10. What background and experience am I looking for in my VA?
11. What is most central to my business's values that I need my VA to understand?
12. What is my main concern or fear with bringing on this team member?
13. What kind of question, prompt or assignment can I give in the application process to assess if the VA is competent and a good match for the specific role I am filling?



# Hiring and On-boarding Ideas

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Examples of application prompts:

- Brainstorm and organize three podcasts to pitch me as a guest speaker
  - You are looking for organization skills and do they know what kind of content is aligned with and would help grow your audience?
- My next big goal is to produce an online course. Sketch out a rough overview of the steps/tasks needed to go from square 1 to filling seats and selling courses!
- I just did a Facebook live. Tell me all the ways you would repurpose that content across multiple platforms.
- I spend way too much time answering emails every day. How would you manage my inbox, respond efficiently to inquiries and decide what was most important to star for me to see?
- Looking at my IG and website content, pitch me three ideas for blogs you would write.

Logistics to discuss:

- How often will you meet via Zoom or video call?
- What tasks will the VA take over on a regular basis? Where will they find the information they need to complete that task without having to communicate directly with you?
- What project management system will you use to delegate tasks and manage work flow?
- What level of oversight/final approval do you want before publishing any content?
- What is your priority for the VA's time? (Especially important if they are working on a retainer.)
- Will they be tracking their work hours per project or just total or not at all?

*Savvy Wellness*

Virtual Services

