

✓ **THE PROPERTY VA**

WORKING WITH FILIPINO VAs: DOs & DON'Ts!

**A STRAIGHTFORWARD GUIDE
FOR BUSINESS OWNERS**



Save yourself from stress and take
back your time, money, energy!





FILIPINOS ARE:

- HELPFUL
- INDUSTRIOUS
- UNCOMPLAINING
- EAGER

- IT SKILLED
- ENGLISH - 2ND LANGUAGE
- COMPETENT
- EASY TO TRAIN

- EASY ON THE BUSINESS BUDGET

But?...

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Filipinos are
popular VA
choices!

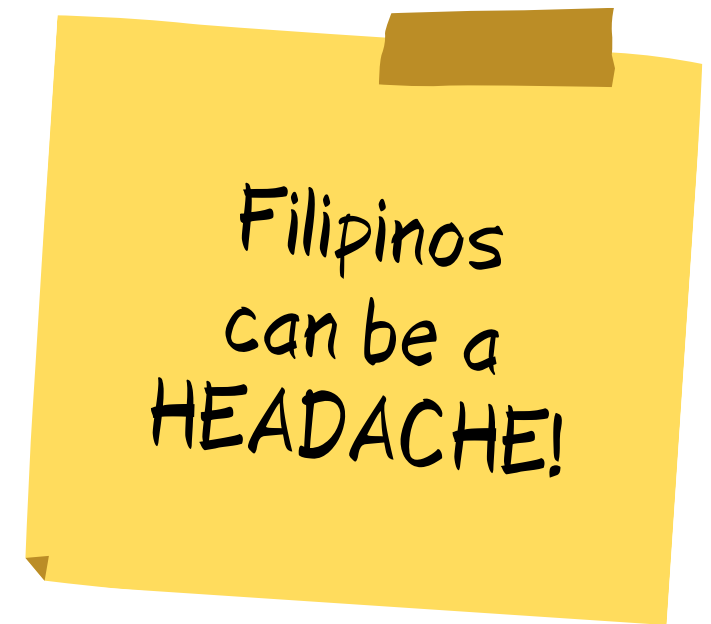


FILIPINOS HAVE TROUBLE

- ASSERTING SELF
- ADMITTING OVERWORKED
- SAYING NO
- ASKING FOR HELP
- TERRIFIED OF MISTAKES /
- DISPLEASEING BOSS

FILIPINOS...DISAPPEAR

Hint: You can't fix this socio-cultural programming!
But we can show you how to work with it:



FIRST THING BUSINESS OWNERS CAN DO:

MANAGE EXPECTATIONS!

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MANAGE EXPECTATIONS

- The VA cannot replace you
- The VA cannot do everything (!!!)
- The VA cannot make decisions for you
- The VA has no property education
- The VA is not an INVESTOR!
- The VA will need your time and supervision

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Delegate
Don't
Abdicate

BEST PRACTICES FOR WORKING WITH FILIPINO VAS:



 **THE PROPERTY VA**



BEST PRACTICE #1:
SYSTEMISATION



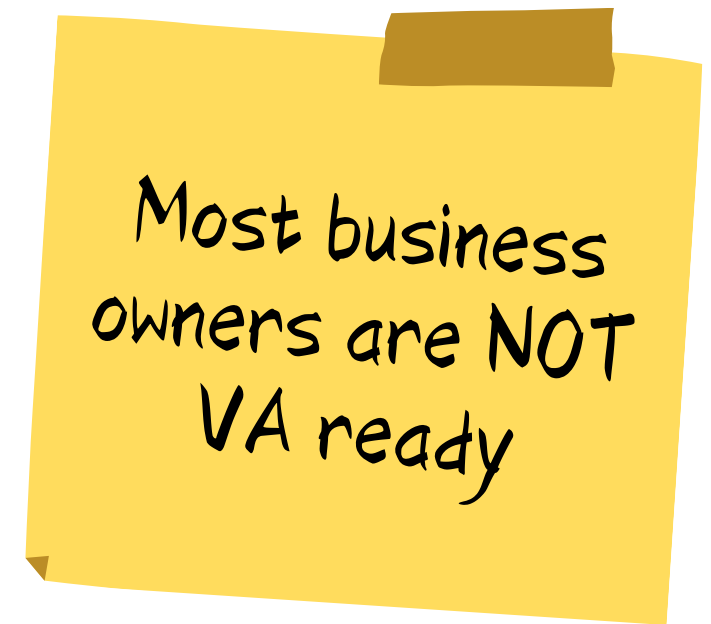
BEST PRACTICE #2:
SCALABILITY



BEST PRACTICE #3:
VA-ABLE TASKS



BEST PRACTICE #4:
DON'T GO CRAZY





BEST PRACTICE #1: ***SYSTEMISATION***

"THE **SYSTEMS DO THE WORK**, AND **EMPLOYEES OPERATE THE SYSTEMS**. THE BUSINESS SHOULD BE SYSTEMS DEPENDENT, NOT EMPLOYEE DEPENDENT."*

VAS DO NOT PROVIDE SOLUTIONS, THEY SHOULD BE LOOKED AT AS OPERATORS OF YOUR SOLUTIONS.

*[HTTP://WWW.ALPHALIMITED.CO.UK/SERVICES/SME-CONSULTING/](http://www.alphalimited.co.uk/services/sme-consulting/)



BEST PRACTICE #2: ***SCALABILITY***

SCALE YOUR BUSINESS USING SYSTEMS, NOT PEOPLE:

- DO ***NOT*** MAKE YOUR VA INDISPENSABLE
- VAS MUST BE **REPLACEABLE** - NOT TO GET RID OF, BUT TO MAKE ROOM FOR GROWTH AND PROMOTION



BEST PRACTICE #3: ***VA-ABLE TASKS***

KNOW WHAT AND WHAT NOT TO DELEGATE TO A VA:

- IS IT CHECKLIST BASED?
- CAN BE EXPLAINED IN STEP-BY-STEP INSTRUCTIONS?
- GENERATE TEMPLATES?
- IS IT LOW-VALUE, REPETITIVE, TIME CONSUMING?

ALSO KNOW THE DISTINCTION BETWEEN:

- SPECIALIST VA TASKS
- GENERALIST VA TASKS



BEST PRACTICE #4: ***DON'T GO CRAZY!***

A SUREFIRE WAY OF THE VA GOING **AWOL** ON YOU IS WHEN YOU THINK OF THEM AS ROBOTS!

- VAS CANNOT DO EVERYTHING
- YOU DON'T HAVE TO OUTSOURCE/DELEGATE EVERYTHING
- FOCUS ON MAX 3-4 TASK GROUPS (1-2 PREFERABLE!) ENOUGH TO FREE UP SOME OF YOUR TIME TO UNDERSTAND WHAT ASPECT OF YOUR BUSINESS YOU CAN GET THE VA TO WORK ON NEXT

HOW CAN THE PROPERTY VA HELP?



***FULLY MANAGED VIRTUAL
ASSISTANT ONBOARDING***



***POWER TEAMS WITH READY
SYSTEMS AND TRAINED VAS***



***MONEY BACK GUARANTEE FOR
PROPERTY ACQUISITIONS VA***

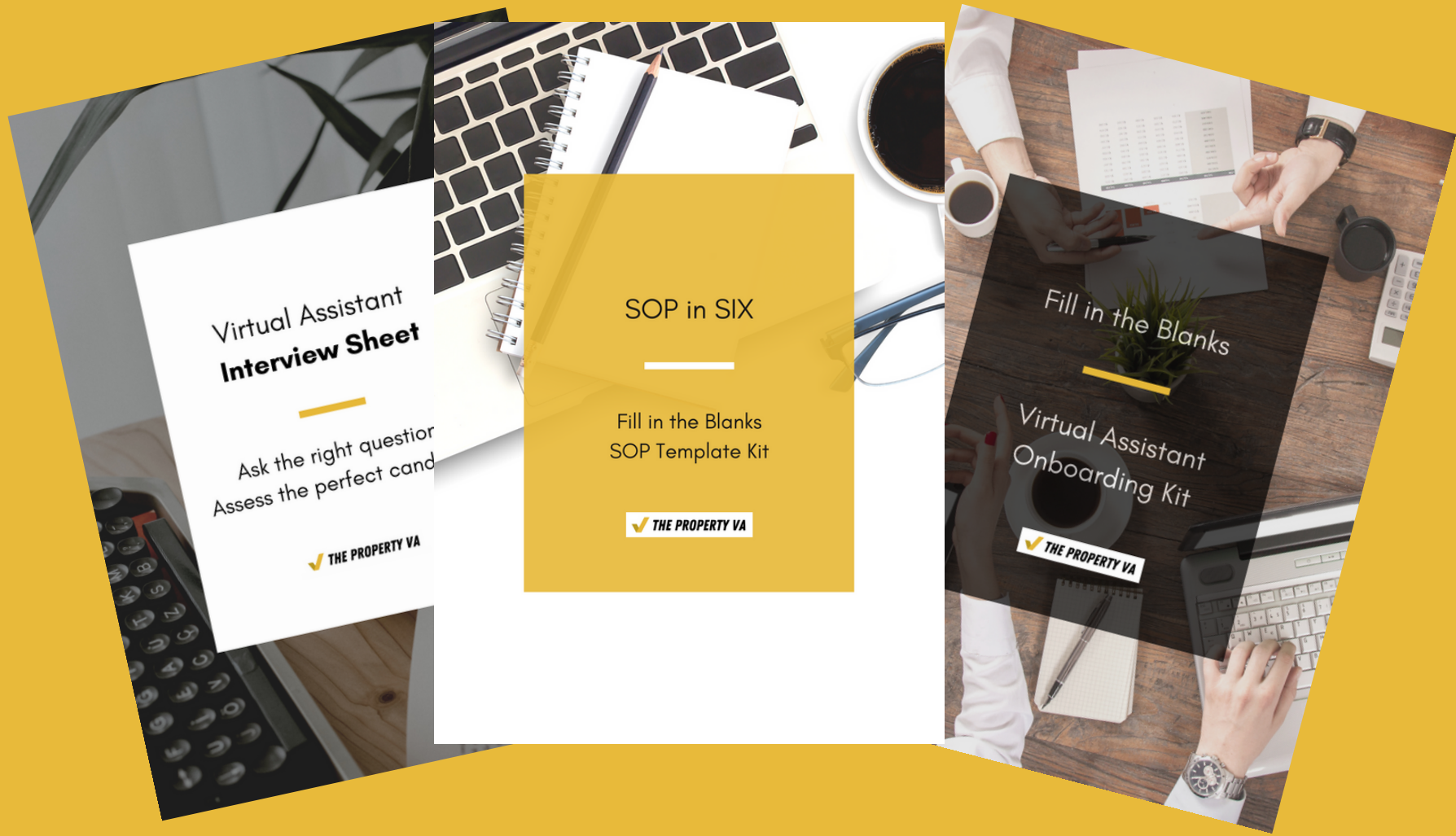


***WE MAKE VAS
WORK FOR YOU.***

***WE MAKE IT SUPER EASY TO FIND, HIRE
AND WORK WITH FILIPINO VAS***



FILIPINO VA SYSTEMS WORKSHOP



COMPLETE FILIPINO VA SYSTEMS PACK

SOP in 6 Steps Template
Fill in the Blanks VA Onboarding Kit
VA Interview Sheet



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14 DAYS EXTRA

**GET 2 WEEKS EXTRA FREE OF CHARGE
SIGN UP TODAY & GET 14 DAYS FREE!**

- **FULL ONBOARDING**
- **NO RECRUITMENT**
- **NO MINIMUM CONTRACT**

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Visit www.thepropertyva.co.uk for information about our packages





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