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# The Virtual Assistant Solution: Come Up For Air, Offload The Work You Hate, And Focus On What You Do Best



## Synopsis

If you're like the average business person, your workload is overwhelming you. There are only twenty-four hours in a day, but you keep losing time to email, billing, scheduling, transcription, and more administrative details than you can manage. You're drowning. And you're wasting your time. Why spend hours on tasks outside your strengths? If you want to be less stressed and more productive, you need help, and The Virtual Assistant Solution shows you how to skip the hassle of recruiting, hiring, and training a traditional assistant and get the flexible, customized help you need today. Whether you're an author, coach, consultant, corporate executive, creative, doctor, entrepreneur, nonprofit leader, lawyer, pastor, or professor, a virtual assistant can finally give you the relief you're looking for and give you the freedom to focus on only what you can do. The Virtual Assistant Solution reveals: why a virtual assistant is the most important step in taking your business to the next level; answers to the most common questions and objections about using a virtual assistant; an easy tool for quickly identifying the tasks you need to offload now; essential apps and services to maximize your virtual assistant relationship. We could all use more margin. But you're wasting your time and talents if you're spending them on low-payoff activities. Hiring a virtual assistant will help you offload the work that's holding you back and invest your energy in what you do best. Praise for Michael Hyatt's New York Times Bestselling Book, Platform: Michael Hyatt has given much of his professional career to helping others achieve their potential. And he helps others by pioneering a way and then teaching people his way. "Donald Miller, New York Times bestselling author of Blue Like Jazz

## Book Information

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## Customer Reviews

Purchased this book after seeing Michael Hyatt's blog post about it early in the week. Full disclosure: As a solo-practice consultant, coach and author, I get a ton of value from Michael Hyatt. In fact, I already am a client of EA Help because I was drowning in details and administrative burden from the success of my own book. Based on Hyatt's personal experience and recommendation, I investigated EA Help back in the spring and have been a very happy client since. After reading the promotional material for the book, I had the feeling this would be \$3 well spent! And it was. Reading both the list of functions a virtual assistant can perform and the chapter on tools and apps Hyatt uses with his assistants provided great value to me. I was reminded about the pain I was in before engaging the help of an executive assistant, and also took notice of areas where I could do a better job offloading work. The subtitle of the book keeps running through my mind: "offload the work you hate and focus on what you do best." That pretty much sums it up. I am suggesting this book to several friends who are either executives trying to do it all themselves or entrepreneurs who are not spending enough time on high-payoff activities.

It is a very good read when it comes to figuring out some of what you can do with a virtual assistant. I will warn you ahead of time without looking at the reviews of others that there will be some that will say that this is an infomercial for one particular virtual assistant. That would be a fair criticism since the recommendations of what to do fit very well with this particular company. Does that make it a bad book? No. It is a great introduction to what having a virtual assistant means to a business owner. I have gone on to hire a virtual assistant.

Michael provides tons of value in every thing that he does, and this book is no different. It's easy and fun to read with practical takeaways. The book opens by explaining in detail why you need a virtual assistant, a VA's benefits over a traditional employee, and what a VA can actually do. For someone new to the concept of a VA, which I think many of us are, this is powerful. The book also

contains very tactical applications, such as answering common questions and how you can get started with your very own VA. The inclusion of the specific tools that Michael uses in his business is worth the time and money, just by itself. Michael is a successful, highly respected business man, author and leader. I love learning from him, whether it's about platform building, leadership, productivity - or virtual assistants. Add to that, that this book is only \$2.99 - it's a no-brainer. Pick it up and you'll enjoy learning about a new and better way of getting stuff done.

Michael Hyatt gives concrete ideas on the reason to have them virtual assistant and how to make the relationship work. In addition to the rationale he also gives specific tools that he uses. Although some of these tools might have changed over time, the concepts will remain for a long time. If you're thinking of getting a virtual assistant, this book is exactly what you need to read.

I love the way this book is laid out. It really walks you through the entire process from why you need a virtual assistant to the tools you need to get stuff done. I appreciated Michael being candid about some of the struggles and challenges that most entrepreneurs have with letting go of some of the work. I loved the chapter where he defines what should be delegated. He said that if a task can be taught then it probably needs to be delegated. This was a 'a ha' moment for me. There are a few things that only I can do in my business. My time should be spent there. The stuff I can teach needs to be delegated to others. This is just one example of the many nuggets of insights you will find in this book.

I've toyed with the idea of hiring a VA for over a year. But I've finally decided to take the plunge, and start with five hours a week. It can't hurt - and I imagine I will be so happy when I do! In my profession, it would be seen as pompous to hire an assistant - we're supposed to unload on grad students, or drown in waves of "busy." Sometimes I get 100 emails a day from students, that could all be answered "look at your syllabus." LOL I'm so glad I bought this guide!

very concise, good introduction about what virtual assistants can be used for, as well as a great list of services and tools to help you use a virtual assistant. This book definitely answered all the questions I had about them, and I thought of multiple ways I could benefit from one.

This book came right on time. Solid priority and decision lists, short and to the point, great guidance. Only negative - it's pitchy, with the foreword written by the virtual assistant company he used. IMO

this works against the credibility of the book, which is a shame, again, because the information is good. I do have lots of questions but this is a great start. I recommend it!

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