

PLAN

Virtual Assistance Business



12 Month Roadmap

- What **Services** should you offer?
- Who are your Ideal **Clients**?
- What **Training** do you need?
- How much should you **Charge**?
- What **Marketing** activities should you have?

12 Month Here-to-There Plan Overview

I AM HERE ...



I WANT TO GET HERE ...

\$ Earnings/mo

\$ Rate/hr

Hours Work/day

Services

Target Client

Training Required

GAP

Train - Upgrade - Promote Map

