



Outline Your Skillshare Class

Step 1: Make a Copy or Download Template	<p>In order to use this template you will need to make a copy. To do so, select File (in the upper right hand corner) → Make a Copy → Save to your drive to create your own editable version of this Google Doc (note: you'll need a Gmail account).</p> <p>Alternatively, you can download the template as a word document. To do so, select File (in the upper right hand corner) → Download as → Microsoft Word (you will not need a Gmail account for this).</p>
Step 2: Check out a Few Tips	Check out this section of our Teacher Handbook for tips on how to outline your video lessons.
Step 3: Outline Your Class	Outline your class using the “Video Lesson Outline” table below. Add your class project in the “Project Description” table.
Step 4: Get Feedback	Select Share (blue button on the top right-hand corner) → Advanced → On - Anyone with the Link Can View . Share that link in the Skillshare Teachers Group or email a link or attachment to our Community team at teach@skillshare.com for feedback.

Video Lesson Outline

<p>Class Title:</p> <p>Should You Become a Virtual Assistant? Is Becoming a Virtual Assistant Right For You? Becoming a Virtual Assistant: Is It the Right Hustle For You? What You Need to Know Before Becoming a Virtual Assistant Virtual Assistant Introduction: Should You Become One?</p>
<p>Class Description</p> <p>This course will introduce you to the popular work-from-home career of virtual assistance. This class is geared towards people looking to work remotely, start a new career or side hustle, and become small business owners.</p> <p>You do not need any prior knowledge of virtual assistant work to take this course. You do need to be skilled in basic computer applications that are used in business on a daily basis e.g. Google Suite and Office Suite.</p> <p>After taking this course, you will understand:</p> <ul style="list-style-type: none">- What a virtual assistant does

- What personalities are best suited for virtual assistant work
- What hardware, software, and other items you need to work as a virtual assistant
- What skills (technical and soft) you need to be a successful virtual assistant
- What types of virtual assistants are in demand now
- The pros and cons of being a virtual assistant
- Whether becoming a virtual assistant is right for you

At the end of this course, you will create an ideal client profile and your virtual assistant packages.

This course will be the first in a series about becoming a successful virtual assistant.

Outlining your class is one of the best ways to ensure your video lessons are well-organized and engaging.

Tips & Best Practices	Video Lesson Title	Video Format	Video Length	Talking Points & Key Concepts
<p><i>*Add as many video lessons as you need. To add more rows: Right click > Insert row</i></p>	<p><i>Give each video lesson a clear, concise title.</i></p>	<p><i>Examples: Talking Head, Physical Demo, Screencast and Slides. Aim to vary your video format every 1 - 2 minutes to keep your audience engaged.</i></p>	<p><i>Video lessons are 2-5 minutes, on average.</i></p>	<p><i>Skillshare classes are typically 20-60 minutes in total length. Each video lesson can include: a demonstration of techniques, definition of concepts, examples and your unique perspective!</i></p>
<p><i>In the first video, give a brief (<4 min) overview of who you are, what you'll be teaching, what students will learn and why this class is important. For a more complete intro video template, head here.</i></p>	<p>Introduction (Intro doc)</p>	<p>Talking head with an opening slide</p>	<p>2-3 minutes</p>	<ul style="list-style-type: none"> • It can be tough to find legitimate work online! A popular option is becoming a virtual assistant. But what IS a VA and what does the job entail? • Throughout the class, I'll walk you through the skills, personality traits, and equipment needed to become a virtual assistant. You'll use this information to create your virtual assistant offerings and ideal client profile. • Hi, I'm Erin Sturm. In 2014, I was at a crossroads in my life. My maternity leave was ending and I was faced with putting my 10 week old daughter into full-time daycare so I could return to my job as an Information Specialist in a biotechnology

				<p>company's corporate library. I was an organized person who had a plan - have my baby, stay home during my maternity leave, and go back to work. As the days counted down, I realized that I didn't want to go back to my job. I wasn't happy there, I was in a dead-end position, and I didn't want to leave my daughter. I began scrambling for other job opportunities in town. This included evening work so that I could be home with my daughter while my husband was at his full-time job and then go to work when he came home. I applied for at least 20 jobs and didn't hear back from any of them.</p> <ul style="list-style-type: none">• When I started searching the internet for remote work, I thought it was a long shot. So many people want to be able to work from the comfort of their home, but how many legitimate jobs are out there?• I stumbled upon a large virtual assistant company. I applied for the job and went through a series of hypothetical tasks before the interview. I had to research and create an itinerary for a flight around the world and research which credit card offer had the best perks. After I submitted my tasks, I heard back almost immediately. I began my new career as a virtual assistant.• In March 2015 when I decided to strike out and start my own company. I continued offering virtual assistant services as well as marketing and content creation.
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				<ul style="list-style-type: none">• What I realized after working as a successful virtual assistant since 2014 is that I wanted to share what I've learned and my organization strategies with others.• I've worked with a large variety of companies, entrepreneurs, CEOs, online coaches and more. I doubled my full-time salary working less than part-time and learned a ton of information about many industries, careers, and people that I've never met in my previous career..• Almost anyone can use virtual assistant services and almost anyone can be a virtual assistant. Let's see if this exciting career is right for you!• This class is aimed at students with a good grasp of modern administrative work. You'll need to be familiar with Google products and the Microsoft Office suite and proficient with your PC or Mac. The software needed varies depending on your client or specialization, but a working desktop or laptop, smartphone and reliable internet connection are necessary.• This class is great for those looking to start a new career, work from home, work remotely, begin a side hustle. It works for freelancers, stay at home parents, college students and retirees. Since you'll choose your clients and set your own hours, you can work as little or as much as you want.• The skills you learn in this
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				<p>class will help you discover whether becoming a virtual assistant is right for you. You will get a sense of what it's like to work remotely and entirely online. You'll be able to use this information to determine if any online or remote opportunity is right for you.</p> <ul style="list-style-type: none"> • By the end of this class, you'll understand what a virtual assistant is, what an average day of work looks like for a VA, what skills and equipment are needed to become a VA, who your ideal client is, and what services you should offer.
<p><i>Throughout your video lessons, be sure to:</i></p> <ul style="list-style-type: none"> • <i>Define key concepts</i> • <i>Show students how to complete the class project</i> • <i>Share personal tips, tricks and hacks</i> 	<p>What's a Virtual Assistant?</p>	<p>Talking head and slide</p>	<p>5 mins</p>	<ul style="list-style-type: none"> • Define virtual assistant - "A virtual assistant is generally self-employed and provides professional administrative, technical, or creative assistance to clients remotely from a home office." • Ultimately, a VA is anyone who works "virtually" or "remotely" in an administrative capacity. • Virtual assistants can range from traditional administrative assistant/secretary work, personal assistant duties, and online business manager services. • Virtual assistant's main goal: save the client time. Free up the client's time to focus on their area of genius. • Virtual assistants can work with people in any industry. Some industries I've worked in: travel, finance, hospitality, food industry, technology, health, real estate, pharma, education, and

				<p>more. VAs work with CEOs, entrepreneurs, online coaches, parents, and even can be installed in workplace teams and work with several people at once.</p> <ul style="list-style-type: none"> • VAs are NOT employees. They are small business owners and work as independent contractors. Being an independent contractor means that a VA is responsible for setting their own hours, pricing/pay, and deciding how to do the work they are given. VAs should be looked at the expert in what they do.
	<p>What Does a VA do?</p>	<p>Talking head, slide, worksheet</p>	<p>4-5 minutes</p>	<p>Virtual assistants do a huge variety of tasks. The thing to keep in mind when thinking about VA tasks is that a VA will do any task that a business owner does not need to do. You are responsible for freeing up a business owners time so they are able to work on the things that they do best.</p> <p>As a virtual assistant, you'll offer many of the same services as an in-person administrative, business manager, personal assistant or executive assistant. You may also niche down and specialize in a certain area of service.</p> <p>General tasks that VAs do can include:</p> <ul style="list-style-type: none"> • Calendar maintenance including meeting scheduling • Receptionist duties such as answering the phone and taking messages • Email maintenance including inbox clean-up and auto responses • Booking travel and hotel accommodations • Paying invoices and bills • Keeping subscriptions up to date

				<ul style="list-style-type: none">● File maintenance and upkeep - organizing shared drives or Dropbox accounts● Transcription● Bookkeeping● Purchasing● Research● Data entry <p>In addition to the standard tasks that a virtual assistant does, many VAs offer specialties suited to their talents.</p> <p>This may include things like social media management, writing, graphic design, website maintenance, branding, or photography. It's up to you what you include in your offerings as a VA. You may want to offer all tasks at the same rate or you may want to suggest that clients can buy one-off requests or special packages for your other services.</p> <p>Here are some real world examples of work I've done for clients:</p> <ul style="list-style-type: none">● Scheduled events/booked interviews. I was CC'd on emails and/or emails were forwarded to me. I needed access to the client's calendar. Typically I collaborated with Google Calendar because it's easy to setup an admin account.● Acted as a gatekeeper for requests. This involved telling people I was the client's assistant and that I'd check the client's schedule and get back to them. Previous clients had templates or suggested wording for how to respond to things.
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				<ul style="list-style-type: none">• Inbox management. I've had access to client's emails where I would either respond as the client with a template/suggested wording or would forward to myself and respond as the assistant. I needed access to email accounts for this.• Booked travel and hotels. I needed access to credit card number and identification information. I saved this information securely through LastPass.• Posted and created social media content. Clients forwarded me interesting articles or promotional materials and I wrote the copy and scheduled. I did a week or two worth of posts that the client approved before I'd post. I needed access to the client's Buffer or Hootsuite and/or admin access/username and passwords to accounts.• Compiling research/lists. I completed research projects and organized the information I found into a deliverable for the client either answering their question or giving them sources for further reading. <p>Now we're going to take a few minutes to fill out a worksheet. This worksheet will help you determine what services you'd like to offer. Please write a list of 10-20 services that you would offer as a virtual assistant. Make a note of</p>
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				any special services or areas that you feel you excel at. This list will determine what packages you offer should you decide becoming a VA is right for you.
	What do you need to become a VA?	Talking head, slide and short screencast of my website	5 minutes	<p>Becoming a VA is relatively inexpensive. You may already have the items listed here.</p> <ul style="list-style-type: none"> • Computer that's 5-8 years old or less. You'll want a reliable working computer. Laptop or desktop doesn't matter. You can use a Mac or PC. If you have a Mac, you may need to purchase the Office Suite as many clients use Windows in their businesses especially if they work for a large corporation. • Smartphone - You'll need to be available to your clients, it's your choice how you communicate, but you need a phone. Some clients may want you to do work with posting on apps, so you may need a compatible smartphone. • Reliable internet connection. You'll need a reliable internet connection at your dedicated workspace. • Dedicated workspace. You can work from your couch or bed, but I'd strongly recommend a dedicated work space in your home. I have a basement office, but for many years I had a table in the corner of my living room. • A working contract. You'll want to have a contract that clients sign before you get started working together. This protects you and the client and makes payment terms and work structure clear. You'll

				<p>learn more about this later in the class.</p> <ul style="list-style-type: none"> • A website and social media presence. At the very least, you'll need a website where clients can learn about your services. My website, www.erinsturm.com is through Squarespace. It's clean, neat and gives clients all the information they need to hire me. (Screencast of my website). I pay around \$100 per year to have this site. There are cheaper options available, but I highly recommend getting a website. I'd also suggest having a public social media profile on at least one platform. If you're only going to pick one, do Facebook because that's where the majority of people are. I'd recommend setting up a LinkedIn profile that lists yourself as a virtual assistant as well.
	<p>What personality and soft skills are best suited for VA work?</p>	<p>Talking head, slide</p>	<p>2-4 minutes</p>	<p>Like any job, there are a variety of personalities and soft skills that come in handy when working as a VA.</p> <p>If you are committed to doing the work, almost anyone can succeed in this position. However, there are some soft skills and personality traits that may make you a more desirable VA. These include:</p> <ul style="list-style-type: none"> • A self-motivated personality <p>When you work for yourself as a virtual assistant, no one is there to make sure you are getting your work done. Keeping yourself accountable can be difficult when you are in control of your entire day. You need to have a self-motivated personality to make sure things get done.</p>

				<p>Are you the type of person who sets goals and achieves them? Do you meet deadlines you set for yourself? Do you keep a regular routine? It is possible to learn new habits and become motivated while you become a virtual assistant, but it would benefit you to already have some of those personality traits.</p> <ul style="list-style-type: none">● Great organizational skills (and tools) <p>One of the traits that all successful virtual assistants share is attention to detail. When you are working for yourself, you will need systems in place to stay organized and on top of your tasks and responsibilities. There won't be someone else to remind you what you need to do. If a client has to regularly check up on the status of projects, you will look unprofessional and inefficient.</p> <p>When balancing multiple clients, it will be essential that you have good organization systems in place. You could have between 5-15 clients depending on the hourly packages that they purchase and how many hours you choose to work. You will need to give each client the same great level of service.</p> <p>You want everyone who works with you to have an uniform experience.</p> <ul style="list-style-type: none">● Time management skills <p>Since you'll be managing numerous tasks for numerous clients, you'll need to have great time management skills. You will have to juggle the demands of several people and make sure everyone feels like they are #1.</p>
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				<p>Setting up an task management system like Trello or Asana and using a timer like Toggl or Harvest will help you manage your time.</p> <ul style="list-style-type: none"> ● Professional demeanor and great customer service skills <p>Ultimately, you are representing both yourself and your client so you must have great customer service skills and a polite and professional manner. If you don't handle frustration well, being a VA may not be the best job for you.</p> <ul style="list-style-type: none"> ● Willingness to learn <p>It's important to be curious and willing to learn. You will not know how to do every task that a potential client wants you to do. If you have a "can do" attitude and invest in educating yourself, you will go far.</p>
	<p>What types of VAs are in demand?</p>	<p>Slide</p>	<p>5 minutes</p>	<p>There are many different types of VAs in demand depending on the industry you're interested in working with.</p> <p>General VAs</p> <p>The most popular type of VAs are general VAs. These VAs are jack and jills of all trades. They do a large variety of administrative tasks. Types of tasks include: Scheduling and calendar maintenance, email management, customer service responses, travel booking, gift purchasing, subscription management, research, social media posting and more.</p> <p>Social media marketing SMM VAs</p> <p>Social media VAs are skilled in social media platforms including Facebook, Twitter, LinkedIn and Instagram. A SMM VA may do scheduling, writing content, managing a content calendar, and responding to inquiries through social media. They may also run ad campaigns on social media.</p>

			<p>SMM VAs can charge more than general VAs.</p> <p>Niche VAs Niche VAs can fall into other categories, but they specialize in a few areas. Some are Wordpress experts and can do updates, add posts, etc, others specialize in Pinterest, Facebook ads, graphics, booking, or many other areas. These VAs have specific skill sets and only want to do a certain type of work. It can be a bit difficult to get started as a VA if your offerings are very niche, but you can always niche down once you've worked as a VA for a while.</p> <p>Real Estate VAs REVAs specialize in working with real estate agents. They may update listings, post new listings, add and remove photos, book showings, email potential buyers, manage the agent's email list and newsletter, manage the real estate agent's calendar, and perform as a customer service representative.</p> <p>Online Business Managers OBMs are often a higher-level VA who do more business specific work and management. This includes project management, list building, marketing work, metrics, research and managing your team. OBMs are the highest paid "virtual assistants." OBMs often have credentials such as Masters in Business Administrative or Project Management certification.</p>
	The Pros of Being a VA	Slide	<p>5+ minutes</p> <p>There are many pros of being a virtual assistant. Some of the biggest perks I've experienced as a VA are:</p> <ul style="list-style-type: none"> ● Working remotely You can work from home or anywhere your heart desires. As long as you have a reliable internet connection, you can work. You may want to take your laptop outside on nice days, work in a coworking space, or create a dedicated workspace in your home. Some VAs are digital nomads and travel around the world while working! My

				<p>workspace was a desk in the corner of my living room for several years and is now an office in the basement.</p> <ul style="list-style-type: none">● Schedule flexibility <p>Not only that, but you can run your errands or get things done throughout the day because you aren't tied to a desk or required to be in your office space. I've had my hair cut, got my oil changed, been the room mom at my daughter's preschool, was on the board of a mom's club and more because I had the schedule flexibility.</p> <ul style="list-style-type: none">● Stay home with your children. <p>If you are a mother, like myself, one of the best perks of being a virtual assistant is the ability to be home with your children. If your child is young enough, you may be able to be home with them for their entire lives.</p> <ul style="list-style-type: none">● Set your own hours <p>As a virtual assistant, you can set your own schedule. Do you want to work in the mornings and be off by 1 pm everyday? Would you prefer to start at noon and work through 6 pm? It's completely up to you. You will need to keep a consistent schedule, but it's up to you what that schedule is. Remember to tell your clients your general schedule. You can say you're available 9-5 on weekdays without actually being tethered to your computer for that entire block. Set a precedent that you will respond to emails the same business day. That level of responsiveness will be good for most clients. If you have a client who wants immediate confirmation of receipt or >2 hour turnaround time, you may not want to work with that client if your flexibility is something you value.</p> <ul style="list-style-type: none">● Choose who you work with
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			<p>One of best perks of being a virtual assistant is that you get to choose your clients. In a traditional job, you don't get to choose your boss, your coworkers, or often your customers. As a virtual assistant, you can look at it two ways: Either you are your own boss or every client you have is a mini boss. You don't have coworkers unless you join a collaborative or work for a company. This makes it so important to choose the right clients. It also makes it crucial to have the strength to let go of clients that don't serve you. You don't want to have one client that makes your life 10x more difficult. It's not worth it. You could a few other small clients to fill their place. If you are miserable because of your clients than you are missing of the greatest perks of working for yourself. You have the power to choose who you deal with on a daily basis. Your clients should ideally be people you enjoy and respect.</p> <ul style="list-style-type: none">● Choose the type of work you do <p>It's up to you what services you offer and what types of work you do. If you don't like doing bookkeeping, you don't have to do it! Although there will be things you have to do that you don't enjoy as much as other things, you have more flexibility in the work you choose.</p> <ul style="list-style-type: none">● Choose how much you work <p>It's up to you how many clients and hours you take on. You could do virtual assistance as a very part time job with one client taking up five hours per week. Or you could make it a full-time job with many clients equally 40 hours per week. In my case, I actually made more working 15-20 hours per week as</p>
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				a VA than I did at my 40 hour per week job.
	The Cons of Being a VA	Slide	5+ minutes	<p>There are some negative components of being a VA that you may want to consider before you start out. Are any of these dealbreakers for you?</p> <ul style="list-style-type: none"> <p>Social isolation and loneliness</p> <p>Working remotely, and especially working for yourself, can be socially isolating and lonely. You will not have coworkers to bounce ideas off of or eat lunch with. You often won't have anyone else to talk to during the day unless you have calls with clients. If you are an extremely extroverted person, it may be difficult to not speak or interact with other people all day. To combat this, you could join a public workspace, leave the house during the day, and join online VA groups and masterminds.</p> <p>Clients breaking boundaries</p> <p>You will need to be comfortable setting boundaries with your clients. Some clients will be inherently respectful of your time, and those should be the clients that you seek out, but others will have issues with boundaries. This may mean:</p> <ul style="list-style-type: none"> - A client calls you at 8 pm asking you do something immediately for them - A client emails you 10 projects and wants them done by tomorrow - A client texts or chats with you throughout the day about their thoughts and upcoming work - A client calls on weekends

				<p>You will have to decide what your boundaries are. Ask yourself these questions:</p> <ul style="list-style-type: none">- What are my working hours?- What procedure should my clients follow if they have a true emergency or rush situation?- Do I want to take calls on the weekends?- Will I ever work on weekends?- How do I want a client to get in touch with me?- How do I not want a client to get in touch with me? <p>This will help you decide whether you are comfortable taking phone calls on the weekends or answering texts after 6 pm. Make sure this information is in your introduction email.</p> <p>Set your relationship as a partnership - working together - versus working for. You don't want to be treated like an employee because you are not an employee. You are not getting the benefits of an employee - paid time off, health insurance, 401K, etc. Should a client ask you to become a full-time or part-time employee of the company then it's your choice whether you do that. I've known a few virtual assistants who liked the work with one company so much that they accepted a position on the team.</p> <ul style="list-style-type: none">● Heavy workload / lack of support <p>If you are working entirely for yourself, you will have fluctuating workloads. Occasionally you won't have too much to do and at times you may have a heavy workload. You may not have support from</p>
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			<p>another person or network. This could lead to late hours.</p> <p>If you have other colleagues who are virtual assistants, you can join a collaborative or start one yourself. The members of the collaborative would help each other with work when someone was swamped. They would agree upon an hourly rate (\$15-25/hour) to do your work and then invoice you when it was done. You want to do this with someone you trust because you don't want the quality of your work to suffer and affect your reputation. In addition, you must always double-check the person's work before sending to your client. Never give a colleague something that would be considered sensitive or confidential information. If a project is extremely important, unload your less important work on a colleague.</p> <p>If you join a collaborative, when you get a new client, you can mention to them that you have colleagues who can help you out with urgent work or if you're in a pinch.</p> <p>When you're starting out and have less than 3 clients, I would not suggest joining a collaborative because you will have enough work to do. However, if you have less than 3 clients and need more work, it's a good idea to join. Also, if you have more than 3 clients and need help, it's also a good idea.</p> <ul style="list-style-type: none">● Work / life balance <p>If you are not careful, you can end up working all the time. You may want to pop into your email at 10</p>
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			<p>pm and check something and then find yourself doing another hour of work. It will be up to you to combat that and set limits with yourself for when you will work and when you will stop. It's good to have a schedule that stops you from checking your work email after 6 pm.</p> <p>If you don't have the willpower to stop yourself, you can download Self Control app for Macs. It will block websites for the amount of time you select. You could block your email from 6 pm to 6 am each day. Emails will still come in, you will be unable to access your email through your computer until the time is up.</p> <p>If you don't set a good work/life balance from the start, you will eventually experience burn out. It may take a few months, or even a year, but you'll become totally frustrated with your business, feel hopeless, and possibly want to quit.</p> <p>Work/life balance can also affect your relationships with family, friends and significant others. Although many people find work bleeding into their personal lives, there are a lot of people who value their personal time and make it a point to stop working once they've left their office (unless there's an emergency). Please note: the term emergency means that something happens very rarely, and is unpredictable. If there's an "emergency" that requires someone to work after hours several times per month, those aren't real emergencies, they're due to a lack of time</p>
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				<p>management and poor boundary setting.</p> <p>Setting a realistic work/life balance will keep you happy and productive in your business.</p>
	<p>Making Your Decision - Is Becoming VA right for You</p>	<p>Slide</p>	<p>5 minutes</p>	<p>It's time to make a decision. Is becoming a VA right for you? I hope it is! It's a great job that allows you the freedom to create your own business, work from home, and meet people from all over the world that you'd never get the opportunity to meet or work with in another setting.</p> <p>It can help you learn about business, other ways of earning income online, and potential side hustles. I've learned a lot from each of my clients. With each client, you get an opportunity to peak behind the curtain and see how someone runs their successful business. You can use the information you learn to grow your own business. Sometimes VA work leads to permanent positions within someone's company. If that's not appealing to you, you don't have to go that route! You can remain a small business owner and set your schedule and client load.</p> <p>Now that you've decided you want to pursue a new path as a virtual assistant, you need to put together a profile for your ideal client and a list of your potential offerings. Take a look at your worksheet and we'll go through it together.</p> <p>Fill out the following worksheet to determine what your offerings will be. Worksheet</p>
<p><i>In your last video lesson recap key points of the class and encourage students to post their projects to the project gallery.</i></p>	<p>Conclusion</p>	<p>Talking head</p>	<p>2 minutes</p>	<p>Thank you for taking this course on becoming a virtual assistant. I hope you've left the course with an understanding of what a virtual assistant is, what tasks they do, and whether this job is right for</p>

				<p>you.</p> <p>If you've decided you want to be a virtual assistant, please check out my next course. In it, I'll walk you through getting started as a Virtual Assistant.</p>
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Class Project

All Skillshare classes include a class project that prompts students to put their new skills to action. Come up with an exercise or assignment that students can easily complete. Learning more about crafting a class project [here](#).

Project Description

Start with a concise sentence that summarizes the entire project. Follow with a few lines or a brief paragraph explaining the details of the project in more depth. What will students need to do to complete the project? If appropriate, you can share a step-by-step list of instructions.

Wrap up the class project description by describing exactly what the finished project will look like, what format it should be in, etc... Finally, encourage your students to share their project in the class project gallery.

You will create an ideal client profile and virtual assistant offering list at the end of this class.

The ideal client profile will help you determine WHO the right client for your services is. You'll spend some time thinking and writing about the type of person, business, working relationship, and communicate style you'd prefer in clients. This profile will help you narrow down the potential client field to those clients that will work best with you.

Your virtual assistant offerings list will determine what services you are going to pitch to potential clients. You will look at your strengths and weaknesses, skills, and online software knowledge to decide what services you should offer now and which services may be useful to learn about and offer in the future.

You will have two completed worksheet documents that will prepare you to move to the next class, "Starting Your Virtual Assistant Business." Please share your completed documents and any questions you may have in the class. I will offer feedback and suggestions to help you determine whether being a virtual assistant is the right path for you.

Helpful Links:

[Class Publishing Checklist](#)

[Teacher Handbook](#)

[Class Merchandising Guide](#)

[Teach Challenge](#)

Curious to see how a great outline can produce a fantastic class? Check out these outlines and the fabulous classes that came from them!

- Dylan Mierzwinski's [outline](#) for her class [Digitizing Hand Drawn Sketches with Character](#)

- Stanley Idesis' [outline](#) for his class [Content That Attracts: Discover Content Ideas and Grow Your Audience](#)