

FIVE THINGS THAT A VIRTUAL ASSISTANT MUST KNOW (FROM A CLIENT'S PERSPECTIVE)



Increase your chance of creating a long-term relationship with your clients by identifying what they expect you to know. Do you want to become a great virtual assistant who impresses clients? There are many ways to impress your clients, for example, by producing high-quality content. However, you can impress your clients even before doing that.

Here are five relevant things you need to know even before finding your first or next client:

1. Know how to manage your time.

Clients don't like wasting their time. Productivity is what they deem crucial to keep their business running and growing. As a virtual assistant, you must

know how to manage your time while assisting the client in getting more things done. Incorporate free calendar tools that can help you with managing your time.

2. Know how to take the initiative.

Clients expect you to have the integrity to admit that you have finished your tasks hours before closing time. Use this time to impress your clients by assessing the other needs of the business. After, offer to take on the additional tasks that will address that need. Also, you can invest in learning opportunities that will help the client's business in the long run.

3. Know how to give solutions to problems.

Clients expect you to solve problems that you encounter and provide a resolution. This situation is where being resourceful comes in handy. It's about knowing the issue at hand and finding alternative solutions to solve that problem. Also, know that there are a lot of resources on the internet which you can use.

4. Know how to communicate effectively using email, text, and phone.

In a remote job, communication is essential to establishing good relationships. Clients expect you to communicate with them where you can deliver what they need to know while following basic etiquette. Study basic etiquette using free online materials like watching tutorials on YouTube. Also, clients have the assurance that you will have the same ability to communicate effectively with their customers.

5. Know how to meet job commitments.

As a virtual assistant, you must know how to organize to finish your tasks within the schedule while also delivering high-quality content. You can use a free productivity tool to help you in managing your tasks. If you are running late with your deadline, it is best to communicate it beforehand to your clients. Provide a valid reason, and assure them that you will still deliver the expected task or project.

Impressing clients can take a long way in fostering a long-term relationship where they will see you as valuable in their company. Now that you know what to do to impress clients on the job. How about taking action on that dream and making it come true? Achieve intensive training, get your client, and become part of Virtual Assistant Philippines. Lastly, while waiting for your job interview, you can practice using productivity tools, enhance your communication skills, and read virtual assistant tips on the social media pages of Virtualasting.