



Virtual Assistant Needs Assessment

If you're trying to decide whether or not to hire a Virtual Assistant, we're here to help. The following assessment is designed to help you decide if contracting with a VA can help you grow your business.

1. How much do you enjoy performing support tasks?

Not at all Somewhat Very much

2. How comfortable are you performing support tasks?

Not at all Somewhat Very much

3. How satisfied are you with the amount of time you spend promoting your business?

Not at all Somewhat Very much

4. How many hours per month of your time are spent on support tasks?

10 20 Other _____

5. How much is your hourly billable time worth?

\$45 \$55 Other _____

6. Do you feel you could gain more billable hours if you had support?

Not at all Somewhat Very much

Next let's define what the results mean for you. Knowing that a skilled VA can perform the same tasks, we can use the following formula to determine your support needs and growth potential.



Example: Susie answers “not at all” to questions 1 and 2 and indicates that her billable hours are \$55 per hour and she is spending 20 hours doing support tasks.

Susie	Time	Rate	Support Cost		VA	Time	Rate	Support Cost
	20	x \$55	= \$1100.00			20	x \$25	= \$500.00

Your Business	Time	Rate	Support Cost	VA	Time	Rate	Support Cost
	___	x ___	= _____		___	x ___	= _____

By utilizing the talents of a VA, you not only save money but you also gain billable hours and business growth opportunities. The results are simple. When asking yourself, “do I need a VA?”, the answer is--how can you afford not to?

If you’re still not convinced whether or not you need a VA, [check out our blog](#) where we discuss the benefits of a VA in more depth.