

Why I Want To Hire A Virtual Assistant

Your Name: _____

Today's Date: _____

What is your business going to look, sound and feel like in 12 months time after hiring a Virtual Assistant?	By What Date?	How will you know when you have achieved it?

What are your personal goals for hiring a Virtual Assistant? (e.g. Take every Friday off to play golf, Go on a two week outback holiday with the VA's running the business, ...)	By What Date?	How will you know when you have achieved it?

Business Goals:	Description	Number	How will you know when you have achieved it?
Revenue Goal			
Time Goal			
Business Growth / Additional Product / Service Goal			
Business Exit Goal			