



The idea of outsourcing your business and personal administration to a virtual assistant (VA) is still fairly new and some small to medium-sized business owners, freelancers, consultants and entrepreneurs might not know what benefits a VA can bring to them and their business. Below are my Top 10 advantages to hiring a VA but if you already use a VA please feel free to let me know if there are any more.

1. **You don't have to share your workspace** – VAs are freelancers. They usually work from home or a home office. Unless agreed beforehand they don't work in your office, so you don't have to find them a desk/computer/mobile phone etc.
2. **You don't have to sort out PAYE** – your VA is self-employed and is also a business owner. This means they sort out their own tax, national insurance, pension, sick and holiday pay.
3. **You only pay for the time you need a VA** – unlike an employee, you only hire and pay for the time you need help. Most VAs offer an hourly rate for short or one-off task, a project rate for a specified piece of work, and retainers for set hours each month for on-going tasks.
4. **You get to grow your business, which is the thing that you love to do** – Hiring a VA to do your admin tasks for you means that you don't have to. You can free up your diary so that you can spend time on your passion, as this is the reason why you started up your business in the first place.
5. **Your VA wants to help you** – Administration is what your VA is good at and what is their passion. Your VA will help you solve your problems, grow your business, and save you time and money
6. **Your Virtual Assistant has your back** – Your virtual assistant wants you to get to where you want to be and for your business to grow. A good VA will work with you and will help you get there.
7. **You get some work-life balance back** – Work-life balance tends to go out of the window if you are a business owner. Outsourcing to a VA will help you spend time doing the stuff you like with the people you want rather than having to play catch up with your administration in the evenings or at the weekend.
8. **You don't have to do the boring tasks** – Virtual assistants love admin, paperwork, organising etc – and they are good at it! The chances are that you would rather be doing what you love doing or else you would probably be a virtual assistant too!
9. **Your VA wants your business to succeed** – as your relationship builds and your VA learns more about you, your vision and your business, they can act as a sounding board for your ideas and will form a relationship of working with you and not for you. Your VA may know of more efficient tools or have experience of new processes and procedures that may benefit you. Think of your VA as a freelance EA/PA.
10. **You get to go on holiday (and relax!)** – Depending on your relationship and how long you have been working together, you could use have your VA keep an eye on emails while you are away. They can send out a standard responses or direct the email to the correct person within your business. However you outsource you get to relax knowing that someone is keeping an eye on your business while you are away.
11. **Did I say there were 10 top reasons, well there are actually 11** – this one is great as by having a VA we are a taxable expense!

Why use a VA compared to an employee

Employee	Virtual Assistant
• Holiday Pay • Sick Pay • Maternity Pay • Pension • National Insurance • Mileage/travel • Computer/Printer/Phones • Stationery • Overheads – heating/lightning/rent • Training • Coffees/Tea • Using the 'facilities' • Chats around the coffee machine	• Focus time • Only paying for the time/tasks that is being completed