

# Do You Need a Virtual Assistant?

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A virtual assistant, VA, helps with on-line tasks such as:

- Instagram
- Facebook
- Pinterest
- Linked In
- Twitter

They can:

- create graphics
- write blurbs
- answer emails
- create newsletters
- find interesting articles
- find comparable titles, covers, and authors

They help with all the stuff that you don't want to do, don't have time for, or don't have the inclination for.

Do you need a virtual assistant?

- Do you have a job that keeps you from doing a lot of the time -sucking, social media stuff?
- Do you have the budget?
- Do you lack the skills or inclination to create promo pics?
- Do you have limited writing time and would rather focus on writing, not promoting and/or social media?
- Do you need a helping hand with some aspect of authoring?

Things to Consider

- Look at a potential VA's own social media, promos, know-how, etc
- Interview them
- Ask a series of prepared questions
- Ask for referrals
- Set up parameters and expectations, realistic expectations
- Have a trial period
- Bow out gracefully if needed