



The Virtual Assistant Solution: Come up for Air, Offload the Work You Hate, and Focus on What You Do Best

Michael Hyatt , Bryan Miles (Foreword)

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If you're like the average business person, your workload is overwhelming you. There are only twenty-four hours in a day, but you keep losing time to email, billing, scheduling, transcription, and more administrative details than you can manage. You're drowning. And you're wasting your time. Why spend hours on tasks outside your strengths?

If you want to be less stressed and more productive, you need help, and *The Virtual Assistant Solution* shows you how to skip the hassle of recruiting, hiring, and training a traditional assistant and get the flexible, customized help you need today. Whether you're an author, coach, consultant, corporate executive, creative, doctor, entrepreneur, nonprofit leader, lawyer, pastor, or professor, a virtual assistant can finally give you the relief you're looking for and give you the freedom to focus on only what you can do.

The Virtual Assistant Solution reveals:

why a virtual assistant is the most important step in taking your business to the next level;
answers to the most common questions and objections about using a virtual assistant;
an easy tool for quickly identifying the tasks you need to offload now;
essential apps and services to maximize your virtual assistant relationship.

We could all use more margin. But you're wasting your time and talents if you're spending them on low-payoff activities. Hiring a virtual assistant will help you offload the work that's holding you back and invest your energy in what you do best.

Praise for Michael Hyatt's *New York Times* Bestselling Book, *Platform*

“Michael Hyatt has given much of his professional career to helping others achieve their potential. And he helps others by pioneering a way and then teaching people his way.”

—**Donald Miller**, *New York Times* bestselling author of *Blue Like Jazz*

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From Reader Review *The Virtual Assistant Solution: Come up for Air, Offload the Work You Hate, and Focus on What You Do Best* for online ebook

Josh Steimle says

Sure, it reads like a advertorial for <http://www.eahelp.com/>, but I'm ok with that, as long as eaHelp turns out to give me what I need, because I need what this book is selling.

Linore says

Everything You Did NOT Think Of...

...is covered in this handy guide to hiring a virtual assistant. The ins, outs, ups and downs are all here, and there are more of them than you realized. If, like me, you're thinking about working with a V.A. for the first time, you'll want to read this. I'll be consulting it again as I move forward into this working model. I can't think of another resource with this sort of tailored advice. Thanks, Mike Hyatt, for sharing your experience!

Paula D. Hill says

A great resource

Mr. Hyatt is so good at proving precise information on resources and productivity and this little book is no exception.

Chris Sajnog says

Disappointed: This book is an ad for a VA company

I'm a big fan of Michael Hyatt, but this book is nothing more than an advertisement to use the VA company he uses. I'm guessing there is money or services that were exchanged for putting his name on this book, but it was not disclosed.

The book offers below basic information on what a VA can do or how to use them. If you've never heard of a virtual assistant, you might learn something.

Disappointed. Don't expect to hear any of Michael's normally helpful insights. I'd guess this was written by his VA.

Drew Clancy says

Short, to-the-point book about the benefits of having a virtual assistant. I've never had an assistant so I found this book to be very enlightening. I thought the chapter on what a virtual assistant can do was very insightful - screen email, manage your calendar, confirm your appointments, screen voicemails and make calls on your behalf, take minutes for your meetings, book travel, file your expense reports, handle your invoicing, conduct research, create content, shop online for you, buy and send gifts and write thank you notes, and provide ops support. I'm very excited to try this idea out!

Melanie Claborn says

Good

Lots to consider! I think I'll start with 5!hrs a week as suggested. Good read. It's broken down into easy to understand segments.

Naomi says

While the author makes some great points on why to hire a virtual assistant, he misses the boat on the selection process. It is just as critical that one interviews and connects with the VA as if they are a permanent employee of a company. I really felt the author blew over on that process of selection. I work in an industry that uses a whole lot of VAs and you can have some great ones and ones that beyond suck. It seems as though people to earn an extra buck throw that shingle up. One also needs to hire for what they need from that person and vet credentials. Other than that, worthwhile read.

Sean says

Not great! But it's a cheap e-mail over a specific topic not needed for most people.

Joe says

I work for a company full time and have properties and other commitments to manage as well as that. This book is aimed more at someone who is self-employed or works in a role that has lots of appointments, travel, customers, sales, e-mails or anything that could be readily outsourced.

I can outsource as much of my work as possible to my subordinates at work but the handful of times a year I need to arrange insurance, book a personal holiday, advertise properties or arrange viewings with tenants there is less scope to outsource this work because I could go 6 months without needing any of those and then conveniently they all come due at once. I could outsource some of my shopping for gifts, but my wife has largely assumed that role already.

It may be that the above is all excuse and there is no reason why these tasks cannot still be outsourced and that is absolutely correct. The issue is that there is clearly less of a benefit outsourcing something you only do infrequently and furthermore any assistant performing such tasks so irregularly will not be able to offer as much benefit to a client as something they can really become an expert in, or a more routine task like booking travel.

David G says

Great Introduction

This is a great introduction to working with a virtual assistant. There are a couple of golden nuggets which apply in many different contexts in addition to the targeted information related to the topic. This small book is worth much more than its purchase price.

Todd Mckeever says

It was a book that I heard several resources mention as a good book to read, this is why I read it as I begin down this road to a VA. Maybe, because VA's are newer in the ministry area this book took more of a general direction, or that is how I felt when I was looking for more guidance.

This book did hit on some ideas of ways to use a VA, some brief examples of tools that you may use (I really wanted more on this than what the book even tried to go into).

The book was a good read, and I would recommend it if you are wanting an overview starting with a VA. If you are wanting more, then this is not the book I would get.

Just my thoughts.

Emerald says

Good information and overview

Book provides great insights into what to expect with a virtual assistant and how to set yourself up for success. If you're interested in possibly going virtual for an assistant, this book is worth the read.
