



THE VIRTUAL ASSISTANT GUIDE TO TIME MANAGEMENT AND ORGANIZATIONAL SKILLS

A virtual assistant wears many hats because much is expected from you. There are so many virtual assistants looking for clients. So how do you stay relevant and irreplaceable? You need to have impeccable time management and [organizational skills](#) to remain on top of the game.

As companies expand their operations, it becomes hard for the workers to handle multiple tasks. Workers' productivity drops when they are expected to manage different functions because their attention is spread out instead of focusing on one thing.

As a [virtual assistant](#), your role is to handle the additional tasks to help streamline the company's operations. Your skills are unlimited, so a client approaching you expects you to be a multi-skilled partner who can handle even executive tasks.

Let us define the role of a virtual assistant, time management tips for virtual assistants, and invaluable skills every virtual assistant should have.

What Does A Virtual Assistant Do?

A virtual assistant is a remote worker who handles administrative tasks in businesses. Most virtual assistants are part-time employees who can do anything from scheduling meetings to answering business calls, and email marketing.

The core roles of a virtual assistant are to bring freedom to an organization, boost efficiency, and maintain sanity. When you handle the tasks that could have been added to other employees, you offload the stress of multitasking and thus improve their freedom.

Tips On Time Management For Virtual Assistants

Being hired as a virtual assistant is a privilege, but the job can be chaotic and messy if you don't possess time management skills.

You have to be super organized and deadline-oriented to meet all your clients' needs. For that reason, we share some tips for time management as a virtual assistant in this section.

1) Delegate

You can assign tasks to someone as you focus on work and give your best to clients' work. Such tasks can be simple but time-consuming, like shopping for groceries. Because you're a [remote worker](#), you probably work in your home office. You might feel tempted to run out and grab some shopping just when it's time for you to handle an urgent task. It's good to prioritize some things and delegate where you can.



2) Create a Routine

It's easier said than done, but you must create a routine to maintain your clients and skyrocket your earnings. A routine means you schedule everything and try your best to stick to it. Schedule things you're supposed to do each day. Set the time to work on your business, workout, and self-care, and stay consistent.

3) Have A Designated Work Space/Office

There's no way you'll get things done if you just work anywhere around your home. This is because you'll get distracted and less productive, unlike when you work in a designated work space. If you have an extra room, you can create a home office and avoid doing any other thing in the room besides work-related stuff. Eliminate every kind of distraction in your workspace and see yourself become a better version of yourself.

4) Personalise Working Hours

You will need to set aside your work hours. Even though you're a freelancer and can work anytime you want to, it's essential to personalize your working hours. You can't keep jumping to work and other things throughout the day and expect to get much done. Setting aside working time also helps you have time for yourself and the people you love. For example, you can work in the morning hours and spend the afternoons doing other things.

5) Hack Your Day

The best tip for all freelancers is to get the most done when you're most productive. Sometimes you feel like you're a superman and can do loads of work. Use this time to get stuff done so that you've already accomplished your goals by the time your motivation wheel gets deflated.

6) Eat Your Frog

Complex tasks are ugly, and let's face it, you hate such tasks. How about you challenge yourself to tackle the hard tasks first, then go down to the easier ones? You might feel great resistance, but when you get one challenging task done, you lighten up your motivation to handle the easier ones.

7) Get Rid Of Distractions

The enemy of productivity is distractions, especially social media. If there's anything that you feel is stealing your time, then you'd better get rid of it. Ensure that your working environment fosters productivity. Turn off the email notifications and avoid checking your phone during work hours.

8) Practice Self Care

The truth is, you can't give what you don't have. If you aren't taking care of yourself, you will be too drained to be productive. Adopt a self-care routine that gets you relaxed and excited about your work. You can do many things to take care of yourself, like exercising, skincare routine, or taking yourself for a retreat.



Essential Organisational Skills For Virtual Assistants

You already have the tips to help you manage your time as a virtual assistant. Now it's time to look at the essential organizational skills you need as a virtual assistant.

These skills will help you remain in demand even when your colleagues complain that there are no jobs.

1) Impeccable Written and Spoken Communication Skills

Communication is the first and most crucial skill every virtual assistant must possess. Your role entails talking to clients via video calls or written text. If you don't have good communication skills, it will be hard for you to carry out your duties. Remember, you will represent your client often, and thus, you must sell the business well.

2) Time Management

You must be able to manage your time like an expert to be an excellent virtual assistant. Remember you're working independently, and for your clients, ensure that you create a schedule that helps you get things done. Learn when to say yes to new clients and when to say no because you don't want to have a burden weighing you down with too much work to be handled. An excellent way to manage your time is to gauge how much you can get done in a day. If you need help managing your time, consider taking a time management course on [LinkedIn](#) or [Udemy](#).

3) Detail Oriented

Detail orientation is a crucial skill that all virtual assistants must possess. You will handle administrative and executive tasks for your client, and paying attention to even tiny details is essential. Your client will need you to publish content and reply to error-free emails. It's essential to get most items on your to-do list crossed off, but ensure everything has no errors. If you're working on content or emails, use editing software like Grammarly. Work on one task until it's complete before you take up another one. Minimize distractions when working and double-check your work.

4) Social Media Management

Social media management is another essential skill you need because businesses spread the word about their services through social media platforms. You must wear the hat of a social media manager and manage your client's social media activity.

5) Basic IT Skills and Computer Proficiency

Basic IT and computer skills are essential and set you apart because you are tech-savvy. You will handle your projects using different collaboration tools as a virtual assistant. Your client may need you to create presentations on PowerPoint or ask you to put data in CRM software. Your ability to use different software quickly makes you valuable and also expands the skills you will offer your client.



6) Book Keeping

Although bookkeeping can be a niche on its own, having the skill sets you apart because you can help a business manage its day-to-day finances. Don't get me wrong; bookkeeping is not accounting. In bookkeeping, you can handle tasks like:

- Invoicing
- Payroll
- Reconciliation
- Reporting
- Data entry
- Reimbursement
- Billing

If you need bookkeeping skills, consider taking up a course online on [Udemy](#), [Skillshare](#), or [Coursera](#).

7) Creativeness

Being creative as a virtual assistant is essential because you'll be able to imagine solutions and implement them. Clients' needs and demands evolve, and thus you have to come up with solutions all the time and on time.

8) Discipline and Self-motivation

Working from home or remotely requires a high level of discipline and self-motivation. You will inconvenience a company if you lack discipline by missing deadlines and wasting your clients' time. You must stay disciplined by following your schedule and consistently delivering high-quality services. Avoid every kind of distraction and act as a leader even if you're not holding an executive position in the company.

9) Email Management

Email management is one of the primary duties of a virtual assistant. You will respond, organize, and manage your clients' email inboxes on time. Your duties will include and are not limited to responding to customers' questions, complaints, and orders. When doing so, you must do all these things with a high level of etiquette. There is a possibility that you can handle email marketing and monitor the company's campaigns.

10) Website Management

Although this skill might be less popular among virtual assistants, it is crucial in this age because most businesses are taking their businesses to a higher level by creating websites. Your client may need you to keep an eye on every activity of their site and resolve any issues that may come up.

11) Search Engine Optimization

If you intend to offer website management in your package, you will need to acquaint yourself with search engine optimization. SEO is broad, but you can start by helping create meta descriptions anchor texts, and optimize content to administer the site rank in search results.



12) **Writing and Typing**

Writing and typing skills are needed in every industry, especially for remote workers. You need to know how to write professionally and be fast at typing. Your duties may include data entry and email marketing, and both of these tasks need someone who can write and type fast. Besides, you might be asked to ghostwrite clients' web content, like blog posts, from time to time. Having these skills makes you competitive and marketable to most companies.

As a virtual assistant, you need to understand you're an asset and treat yourself as one. Manage your time well and expand your skill set to beat the competition. Every industry needs a virtual assistant who can handle organizational tasks. The more skills you have under your sleeves, the more valuable you are to companies.