

Hire a What?

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The BIG Benefits of Hiring a Virtual Assistant



If you're bogged down with too much time-consuming administrative work, then it might be time to hire an assistant - a virtual assistant (VA)!

Virtual assistants have proven to be invaluable to solo attorneys - especially those who work from home.

Why?

They give attorneys added brain power!

A VA is a person who works off-site and helps with a variety of tasks like editing documents, making travel arrangements, updating websites, writing newsletters, etc. VA's can't, however, answer the phone or help with too much bookkeeping.

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Sure, the thought of hiring an assistant you don't regularly see can be a little unsettling. Attorneys must be prepared to DELEGATE and TRUST their virtual assistant!

Laurie Kadair Redman, a Louisiana solo practitioner, offers these tips on [how to work with a VA](#):

- **Track your administrative tasks** for a week. Which tasks keep you from doing billable work or do you just dislike doing? These are good tasks to potentially delegate to a VA.
- **Do your research!** There is a wealth of information on the virtual assistance industry on the Web.
- **Trust your instincts.** The relationship between an attorney and the VA is intended to be a long-standing partnership. Take your time to interview several people. It's important to like and understand each other.
- **Don't resist change.** VA's keep current on new processes and technologies and can offer a fresh perspective on helping you run your business more effectively.
- **Be flexible.** VA's offer a wide range of services, but there may be services they do not offer. You can complete your virtual office by contracting with an answering service and hiring a virtual bookkeeper.

A VA is not a secretary.

He or she is your bonus brain - and two brains are ALWAYS better than one!

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