



Are You Ready To Be A VA?

It takes a certain kind of person to start and maintain a home-based business, take this quiz and see if you're ready to be a VA?

Answer yes or no honestly, to the questions below!

1. I want to be in control of how much money I make, and how much time I work.	YES	NO
2. I want independence, to be my own boss and to answer to myself (and to my clients).	YES	NO
3. I believe that being a VA is more than an assistant but a collaborative relationship between me and my clients.	YES	NO
4. I am self motivated and disciplined.	YES	NO
5. I am good at making decisions and implementing them.	YES	NO
6. When I have a good idea or notice an opportunity, I seize it.	YES	NO
7. I am confident in my administrative skills and would be comfortable marketing them.	YES	NO
8. I handle change well.	YES	NO
9. I believe in the value of life-long learning?	YES	NO
10. I have the initiative to get out there and network.	YES	NO

11. I believe in the value of having a mentor or coach.	YES	NO
12. My family supports my decision to be a VA.	YES	NO
13. I work very well by myself with no supervision	YES	NO
14. I always finish what I start.	YES	NO
15. I am organized enough to manage my tasks and prioritize my time.	YES	NO
16. I have the financial reserves to help with the creation of my practice.	YES	NO
17. I have a home office or quiet, uninterrupted space to work.	YES	NO
18. I have the appropriate computer equipment and software or I have the money to purchase this.	YES	NO
19. I like to learn new things and learn new ways of working.	YES	NO
20. I listen very well and can take instructions with very little instruction.	YES	NO
21. I am very detail oriented and understand the importance of checking my work.	YES	NO
22. I am comfortable asking questions.	YES	NO
23. I understand and am prepared to stay current with my skills and technology.	YES	NO

SCORING: Every yes is worth 1 point; every “No” is worth 0 points. The more points you have the more ready you are to become a Virtual Assistant!