Cool Tools & Resources for VAs

Website:

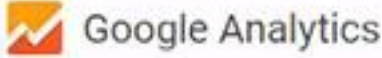|	
Mom Webs Hosting	**Mom Webs Hosting**- Mom Webs is a well-respected brand on the internet with a reputation for fast, friendly support and excellent hosting service.
namecheap	**Namecheap** – register your domain name here for cheap.
WORDPRESS.ORG	**WordPress** –web software you can use to create a beautiful website or blog. We like to say that WordPress is both free and priceless at the same time.
STUDIOPRESS	**Genesis Theme (Studiopress)** – The Genesis Framework empowers you to quickly and easily build incredible websites with WordPress.
Google Analytics	**Google Analytics** - a freemium web analytics service offered by Google that tracks and reports website traffic. Get the data you need to make intelligent marketing and business decisions.
VA Helper	**Create a VA Service Website Ecourse** - a step-by-step program for creating your website all broken down into small tasks, plus

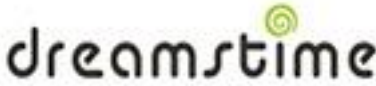|	ongoing tips and ideas to keep your website up to date and constantly working for you.

Organization:

	Dropbox a service that keeps your files safe, synced, and easy to share. Bring your photos, docs, and videos anywhere and never lose a file again.
	Evernote – Evernote is a cross platform, freemium app designed for note taking, organizing, and archiving. Bring your life's work together in one digital workspace.

Accounting/Taxes:

	Freshbooks - the #1 invoicing software for small business. Easily send invoices, track time, manage expenses, and get paid online.
	Small Business Taxes Made Easy by Eva Rosenberg - This book is a must-read for anyone who is running a small business. Rosenberg lays out the steps in a simple format to get you organized and running a business smoothly.

Photos & Images:

dreamstime	**Dreamstime** - a powerful photo community, providing royalty free images and stock photography for print or web design.
PicMonkey	**PicMonkey** - a free photo editor that works in your browser — nothing to download or install. Fix your photos and add beautiful filters and text. Touch up facial features or create outstanding graphics. Ridiculously easy, staggeringly gorgeous.
Canva	**Canva** - Easily create beautiful designs + documents. Use Canva's drag-and-drop feature and professional layouts to design consistently stunning graphics.

Conferencing Software:

zoom	**Zoom** - an online meeting, desktop sharing, and video conferencing software that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.
skype	**Skype** - an application that specializes in providing video chat and voice calls. Users can also exchange text and video messages, files and images.
uberconference	**UberConference** - Simple, visual, and free to use, you can easily set up and join free conference calls without PINS

Social Media Time Savers:

hootsuite	**Hootsuite** - a "Social Media Management System" or tool. It helps you keep track and manage your many social network channels. It can enable you to monitor what people are saying about your brand and help you respond instantly.
socialoomph	**SocialOomph** - Tools to Boost Your Social Media Productivity
buffer	**Buffer** – smart sharing on social media. Buffer makes it super easy to share any page you're reading. Keep your Buffer topped up and it will automagically share them for you through the day.

Project Management Solutions:

Basecamp	**Basecamp** - an online software package that makes project management and collaboration easy
asana	**Asana** - Asana is the easiest way for teams to track their work. From tasks and projects to conversations and dashboards, Asana enables teams to move work from start to finish.

List Building & Marketing:

	AWeber - an autoresponder / email marketing service. No matter what niche you are in, use an autorespponder to keep good relationship with your customers, prospects and followers. Always remember, "Money is in the list."
	Popup Domination – a WordPress pluging that uses beautifully designed and high converting light box popups to: convert website visitors into subscribers and buyers, target specific pages with different, relevant offers, and build a massive email list from free traffic.
	Grow Your Client Base – This ebook explains the importance of list building for your VA business, how to choose a list building tool, specifics of creating a free offer that fits your VA biz and prospective clients, how to communicate with your specific target market and what and when to write to your list.

BUILD IT BIG! Online Marketing Guide	**Build it Big Online Marketing Guide** - an easy-to-read and implement ebook that will help you decide what types of clients you want to work with and how to get their attention online!
EASY PLR.com	**Easy PLR** - Professionally written and edited private label rights content on a variety of topics with no monthly membership required.
white label PERKS	**White Label Perks** - Private label rights content accompanied by graphics to take your content to the next level.

VA Business Setup:

THE VA BUSINESS STARTER SUMMIT	**VA Business Starter Summit** - Are you a new virtual assistant who's feeling overwhelmed with all the things that go into starting your new business? Get our recordings and

	worksheets to help you set up a game plan for your virtual assistant business.
	Ultimate VA Business Planning Blueprint- Organize and plan your VA business. Set goals and keep moving forward! Designed specifically for virtual assistants, especially if you're feeling overwhelmed when it comes to planning out your business–but you also have BIG goals you want to accomplish!
	Freelance University - This is a one-stop learning platform for all of your virtual assistant needs. There are tons of virtual classes and resources to help you build your skills as a Virtual Assistant.

General Transcription Resources:

	General Transcription Bootcamp (live course) – this training offers a clear explanation of the concept of general transcription, information about tools and software needed for transcription, guidelines and instruction on how to create transcripts your clients will love, practice audio files to

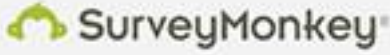|	
	help you prepare plus one-on-one coaching and constructive critiques with Alicia.
GENERAL TRANSCRIPTION BOOTCAMP (SELF-STUDY)	**General Transcription Bootcamp Self-Study Program** - this training offers a clear explanation of the concept of general transcription, information about tools and software needed for transcription, guidelines and instruction on how to create transcripts your clients will love, practice audio files to help you prepare for work. This option does not include one-on-one training.
Transcription Crash Course	**Transcription Crash Course** - easy-to-understand, step-by-step guide will show you the exact steps to take to get your own transcription business started.
Express Scribe Transcription Software for Typists	**Express Scribe** - Express Scribe is professional audio player software for PC or Mac designed to assist the transcription of audio recordings.

Groups/Forums for VAs:

GAVA	**GAVA (Global Alliance of Virtual Assistants)** - provides a venue for VAs to network, share knowledge and skills, plan events and obtain valuable support from other VAs in various stages of business development.

	VA Networking – This is a comprehensive website offering training and resources for VAs as well as a VA job board for clients to find a VA for their business.
	IVAA (International Virtual Assistant Association) - a non-profit organization dedicated to the professional education and development of members of the Virtual Assistance profession, and to educating the public on the role and function of the Virtual Assistant.

Useful Miscellaneous Tools:

	SurveyMonkey - Create and publish online surveys in minutes, and view results graphically and in real time.
	Wisestamp - enables users to include social profiles and dynamic Email Apps in their emails. It integrates with webmails such as Gmail, Yahoo! Mail, AOL Mail, Hotmail, and Live Mail.
	Bitly - a URL shortening service. Bitly allows you to easily save and share your favorite links from around the web.

Jing	**Jing** - a screencasting computer program that takes a picture or video of the user's computer screen and uploads it to the Web, FTP, computer or clipboard.
calendly	**Calendly**- Free, easy to use online appointment scheduling software with pro upgrade availability.
timetrade™	**TimeTrade** – a self service online appointment scheduling used by businesses to create new sales prospects, accelerate the sales and service process.
LastPass ****	**LastPass** - a password management tool that takes all the effort out of managing your passwords.

Did you find these resources helpful? Then subscribe to newVAadvice.com for more tools and tips to grow your VA business!

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