

TPT VIRTUAL ASSISTANT EBOOK

A guide for the teacherpreneur
and the virtual assistant who are
looking for one another but have
no idea where to start!

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My Virtual Assistant Story

During the 2014-2015 school year I was working as a K-6 elementary principal of two schools and the district's K-12 special education director. However, upon my son's arrival in spring 2015, I knew I wouldn't be returning to the school in the fall.

That summer I began to make plans for increasing my workload on Teachers Pay Teachers and my blog, as well as doing a few other side jobs online. That same summer I was approached by a friend about becoming a virtual assistant (VA) to her businesses. Not really knowing what I was getting into, I agreed and quickly found out I LOVED the work I was doing!

Since then I've worked with over a dozen different blogs and businesses. Most of these have been fellow TpTers. During the past year, I've also learned a great deal about the virtual assistant world! I've joined groups on Facebook specifically for virtual assistants, and read books about starting a VA business as well as many blog posts.

I've learned to automate as many things for myself and my clients as possible. (I'll share more of those tips throughout the book.) This ensures that I am able to stay ahead of the game and not constantly be running behind for myself or anyone else.

One of the biggest things I've learned in the last year is that there are a LOT of people who are interested in becoming a VA, and there are just as many (if not more!) people who are interested in hiring a virtual assistant. For the last few months, I've had a handful of people reach out to me each month. That's why I decided it was time to write the book (well, that and the nudging of a friend).

This ebook is meant to help the TpTter who is looking for a VA and the person who is interested in becoming a VA. I'm going to share topics for both to consider.

As you noticed on the last page, those are the topics currently covered. As the VA world continues to evolve and my journey changes, I will be adding more. Keep your eyes posted for updates!

Best of luck to you on your TpT and/or VA journey!

~HoJo~

Virtual Assistant Differences

While I am a teacherpreneur myself, there is no way I completely understand your Teachers Pay Teachers journey. We are all going different directions with our business. What you currently need out of a VA and my current needs for a VA are going to be different.

On the same note, I am a virtual assistant – but I can't possibly know what your VA goals are. You may be wanting to make a virtual assistant business your full-time work, or you may be just looking for a little extra spending money each month.

I will be adding to this book as needed to keep it as up-to-date as possible. I truly hope this book answers most – if not all – of the questions you may have about hiring or becoming a virtual assistant. But if it doesn't, please reach out to me through the Q&A in my [store](#) or an e-mail to heather@hojosteachingadventures.com

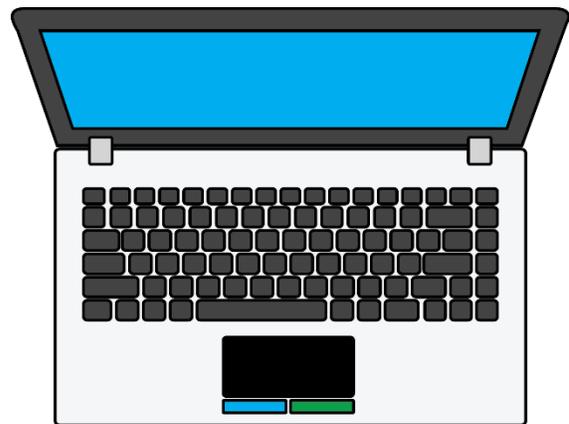
Thank you for your support and good luck with your journey!

~HoJo~

What can a VA do?

Are you a teacherpreneur and wondering what tasks you could hire out to a virtual assistant? Or are you interested in becoming a VA but you have no idea what services you could offer? Either way, this list is for you!

- Video creation
- SEO for TpT product titles and descriptions
- SEO for blog posts
- Blog design
- Technical help on the blog
- Finding Amazon links to be included in various blog posts (think books or items for specific posts)
- Newsletters (although you may prefer your authentic voice here!)
- Product editing
- Image creation
- Product cover creation
- Pinterest live pinning
- Pinterest pin scheduling
- Facebook
- Twitter
- Google+
- Updating terms of use pages
- Handling promoted pins
- Scheduling Facebook ads
- Media kit creation
- E-mail management
- Blogger to Wordpress migration
- Taking photos of products in action
- Schedule out guest bloggers
- Commenting on blogs
- Wordpress plugins
- Overseeing a new project or product
- Researching a new post idea or product line
- Helping with presentations
- Hotel & flight management
- Product translation
- Accounting/bookkeeping
- Spam comment filtering
- Watching feedback to alert you to specific reviews
- Maintain Q&A of your TpT store
- Keeping up with whatever you'd like while you're away or on vacation
- AND MORE!!! 😊



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Thank you for honoring my time and product.

Yours in learning,

~HoJo~

HOJO'S
TEACHING
adventures

Credits & Thank Yous

First a big thank you to [Jen Jones of Hello Literacy](#) for many of the fonts used in this product.



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Also, a thanks to [Teacher Karma](#) for the computer clipart used throughout the product.



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