



## Virtual Assistant Needs Assessment

You can also fill this form out online [here](#).

Name:

Business Name:

E-mail:

Website:

Company Mission Statement:

Company Brand Archetype:

Company Target Audience:

1. What best describes your work style?

- A. I'm a great manager
- B. I like to collaborate with peers
- C. I often need someone to help get the ball rolling

2. How do you prefer to communicate?

- A. I do best with verbal communication (conversations and phone calls)
- B. I do best with written communication (memos and emails)
- C. I do best with visual communication (in person and web conference)

3. What best describes your communication style?

- A. Descriptive and detailed
- B. Direct and to the point
- C. Unique and creative

4. What best describes your comfort level with technology?

- A. I know what I need to know
- B. Can't remember life before my laptop and smart phone
- C. I give myself an 'A' for Effort

5. How comfortable are you with delegating tasks?

- A. Very, I understand that delegation is a necessity in order improve productivity
- B. Mostly, I can't do everything myself
- C. I'm afraid that I'm not organized enough to delegate

6. What do you hope to get help with?

- A. I have a list of things I haven't been able to get to, or prefer not to do, plus some repetitive tasks
- B. I have a few things lingering on my to-do -list, plus I need help on a few projects that are currently in the works
- C. Everything!

**Also think about the questions I will be asking you during our discovery call:**

How would you describe your business?

What made you start your business?

What is your ideal client?

Describe your ideal VA.

What are your expectations for a VA?

Do you prefer email or another way of communication?

How often do you want to touch base via video conference?

