



CAN I CONTACT MY VA AT ANY TIME?

SE QLD VIRTUAL ASSISTANTS



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You can contact your virtual assistant anytime during working hours. There are a lot of ways to develop a good communication practice using various communication tools.

Here are some of the tools we use to communicate effectively with virtual assistants.



GMAIL

Make sure your virtual assistant has its own Google account. In case you haven't heard, Gmail is Google's email service, and it's completely free to use.

This could be used to send and share important documents, formal emails and can be sent quickly to your receiver.



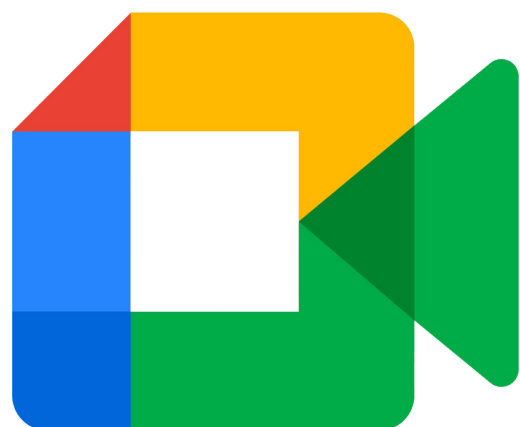
GOOGLE CHATS

Enables you to chat in real time, make phone and video calls, hold group video conferences, and share screens.



ZOOM MEETING

This is ideal for training and important calls as it allows you to hold group meetings, share your screen, and record your discussions.



GOOGLE MEET

Email or text messages aren't always enough to get your point across. It is a great platform to talk about bigger projects that require more in-depth discussion.



MONDAY.COM

You can keep track of all of your team's communications in one place, making it easy to find what you're looking for when you need it. This includes adding notes, reminders, checklists, or even just checking in with the team member working on a certain issue.



SKYPE

It's the ideal means of contact because it supports video calls, voice calls, and voicemails. This is a cost-free way to connect with VAs all over the world.

The Key to Every Problem Is Effective Communication

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ARRANGE A SCHEDULE FOR REGULAR MEETINGS AND REGULAR VIDEO MEETINGS

You can set up regular meetings to review progress toward your goals and plan upcoming assignments. This way, you can conduct scheduled discussions and avoid interruptions and scheduling conflicts.

Meet your VA in person!

If you'd prefer to train in person or meet your virtual assistant, another option is to travel to your VA's home country, the Philippines. Not only will you be able to give training, and talk personally, but you'll also get to see the resources or facilities that your VA has accessible.



contact us

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