
How to Delegate Tasks with a Virtual Assistant



To delegate tasks with a Virtual Assistant is a strategic approach today.

This is because many business owners saw and experience the opportunities embracing VAs into the team. As a business owner, you can't accomplish all of the tasks, although you can do so. Thus, delegating tasks and responsibilities, therefore, is a great option. Thanks to the advancement of technology, Virtual Assistants are coming into the picture, providing help and value to business owners like you.

What does Delegate Mean?

To delegate means to entrust duties and responsibilities to someone like a Virtual Assistant. Also, it is a process where you give someone authority and control over some tasks in your business to achieve a goal such as productivity, effectiveness, or efficiency.

What are the Benefits when you Delegate Tasks with a Virtual Assistant?

Since the pandemic outbreak, many companies have embraced task delegation with a virtual assistant. These services are becoming increasingly in demand and will continue to grow even post-pandemic. Why do some businesses consider outsourcing to a Virtual Assistant as a business strategy? A study reveals that outsourcing tasks to a Virtual Assistant can save your business up to 78% in operational costs than hiring a full-time employee.

Further, a Virtual Assistant is equipped with education, training, knowledge, and digital expertise. As a result, Virtual Assistants make excellent employees.

Above all, delegating tasks is a great way to improve productivity and efficiency in the workplace.

What are the Right Ways to Delegate Tasks with a Virtual Assistant

There are five essentials for effective outsourcing with a Virtual Assistant, these are:

1. Hire the right person for the job

Many times, the job is delegated to someone incapable of doing it right or on time. And choosing someone who is not fit for the job will complicate things instead of reaching your goals.

To have a glimpse of what the VA can provide of to you, check the VA's previous performances through output samples. This way, you will know the VA's experience and the excellence of their previous works.

2. Describe how to perform the job

You should explain to the VA what your preferred method of working is. In addition, describe how you would like to see the job done and how you or others have accomplished it.

As a result, you will receive VA services that meet your needs. However, there are instances where you might collaborate with your VA and develop a more effective way to finish a task. This is the reason why communication is imperative to the process of effectively delegating tasks with a Virtual Assistant.

3. Give the VA a chance to provide feedback

This is the perfect way to let the VA share what he/she thinks of your instructions. Because of the VA's experience and training, they might possess the expertise you haven't seen or heard of before. In addition, getting feedback is an avenue for collaboration. Thus, they will develop better and more innovative strategies for fulfilling their roles.

4. Set a Deadline

It would be best if you will assign a deadline and schedule for the completion of the task. Additionally, set aside time for an evaluation to assess what difficulties the VA encountered.

In delegating tasks with a Virtual Assistant, there might be communication barriers. Yet, set a regular schedule for assessment, and use the right communication tools to do it effectively. So, you will then provide the VA an opportunity to give feedback and raise questions and clarifications.

Often, there are times the VA experiences delay. So, ask for the hindrances and then learn how the VA copes with such a situation.

5. Ensure the VA agrees with what needs to be done

After you have chosen the best Virtual Assistant for the job, discuss the deliverables and deadlines. In doing so, you are giving a clear picture of what the VA will deliver.

Furthermore, a VA that understands and agrees on the work that needs to be done will do his or her best to deliver the output on time and in excellent shape.

Delegate Tasks and Responsibilities with a Virtual Assistant

Delegating tasks with a VA can be a big decision to make. Yet, for you to scale up your business, investing with a VA is necessary.