

## Are You Ready To Be A Virtual Assistant?

It takes a certain kind of person to start and maintain a home-based business. Take this quiz and see if the virtual assistant industry would be a good fit for you.

Circle yes or no to the questions below. Remember to be honest with yourself!

1.	I want to be in control of how much money I make.	YES	NO
2.	I want to be in control of how much time I work.	YES	NO
3.	I want independence – to be my own boss and answer to myself (and my clients).	YES	NO
4.	I am self-motivated.	YES	NO
5.	I am disciplined.	YES	NO
6.	I am good at making decisions and implementing them.	YES	NO
7.	I believe that being a VA is more than an assistant. Rather, a collaborative relationship between me and my clients.	YES	NO
8.	I do not need to be tasked. I can analyze the situation and recommend next-steps to my client.	YES	NO
9.	When I have a good idea or notice and opportunity, I seize it.	YES	NO
10.	I am confident in my skills and would be comfortable marketing them.	YES	NO
11.	I handle change very well.	YES	NO
12.	I believe in the value of life-long learning.	YES	NO
13.	I have the initiative to get out there and network (online or in person)l.	YES	NO
14.	I believe in the value of having a mentor or a coach.	YES	NO
15.	My family is (or will be) supportive of my decision to be a VA.	YES	NO

16.	I always finish what I start.	YES	NO
17.	I work very well by myself without supervision.	YES	NO
18.	I am organized enough to management my tasks and prioritize my time.	YES	NO
19.	I have the financial reserves to help with the creation of my business.	YES	NO
20.	I have a home office or quiet, uninterrupted space to work.	YES	NO
21.	I have the appropriate computer equipment and software or I have the resources to purchase them.	YES	NO
22.	I like to learn new things and new ways of working.	YES	NO
23.	I listen very well and can take on projects with very little instruction.	YES	NO
24.	I am very detail oriented and understand the importance of checking my work.	YES	NO
25.	I am comfortable asking questions if I am unsure of how to complete a task.	YES	NO
26.	I understand and am prepared to stay current with my skills and technology.	YES	NO

**SCORING:** Every “Yes” is worth 1 point. Every “No” is worth 0 point. The more points you have, the more ready you are to become a Virtual Assistant!