

VIRTUAL FREEDOM

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 [@chrisducker](https://twitter.com/chrisducker)



**DO WHAT
YOU DO BEST,
OUTSOURCE THE REST.**



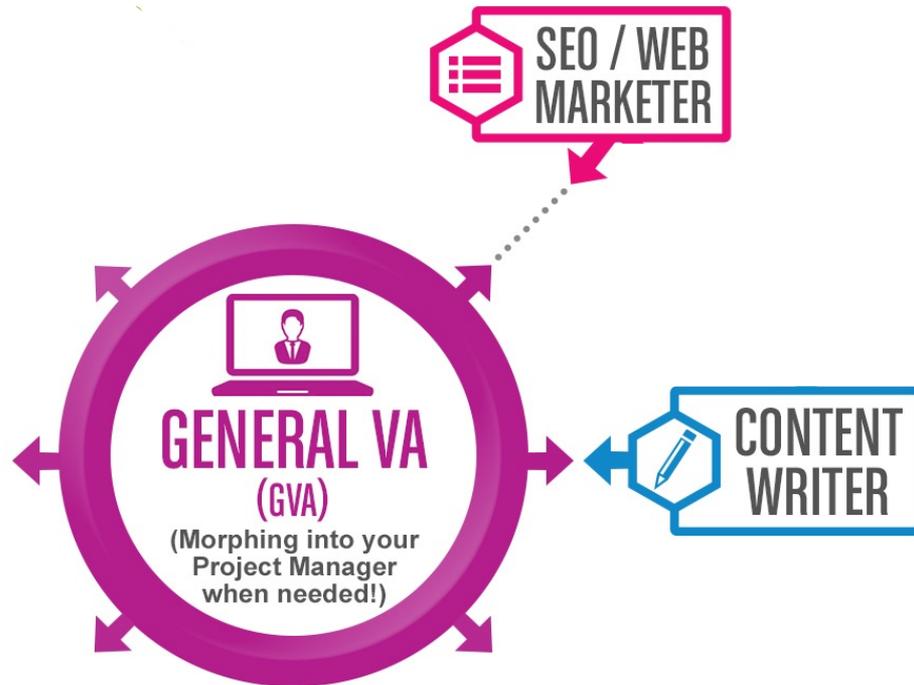
VIRTUAL TEAM INTERACTION



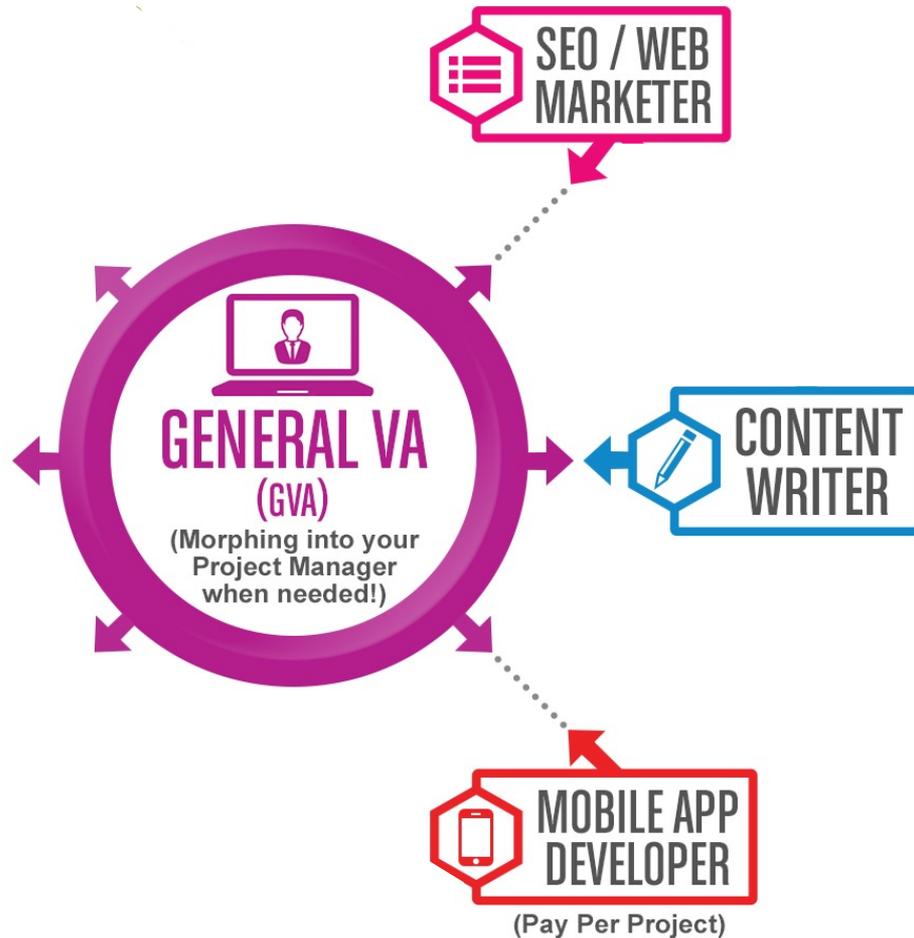
VIRTUAL TEAM INTERACTION



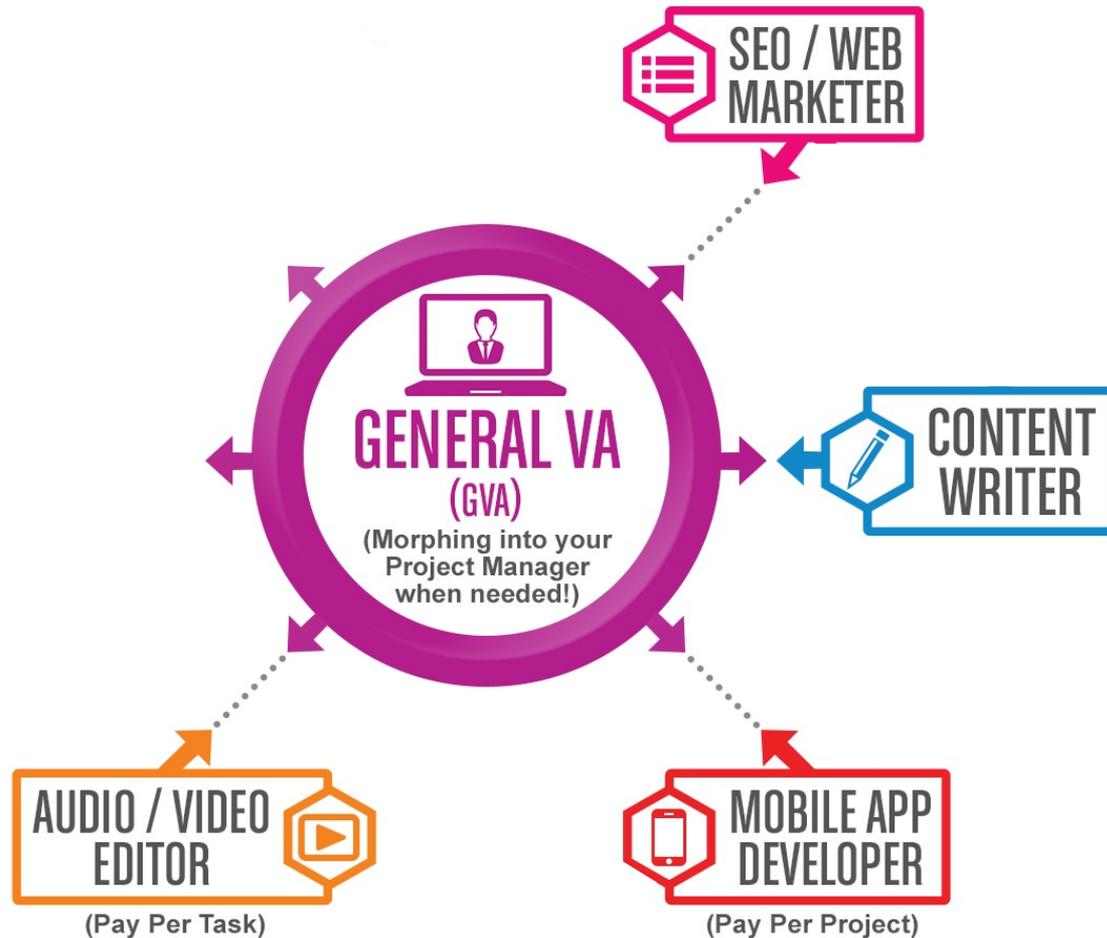
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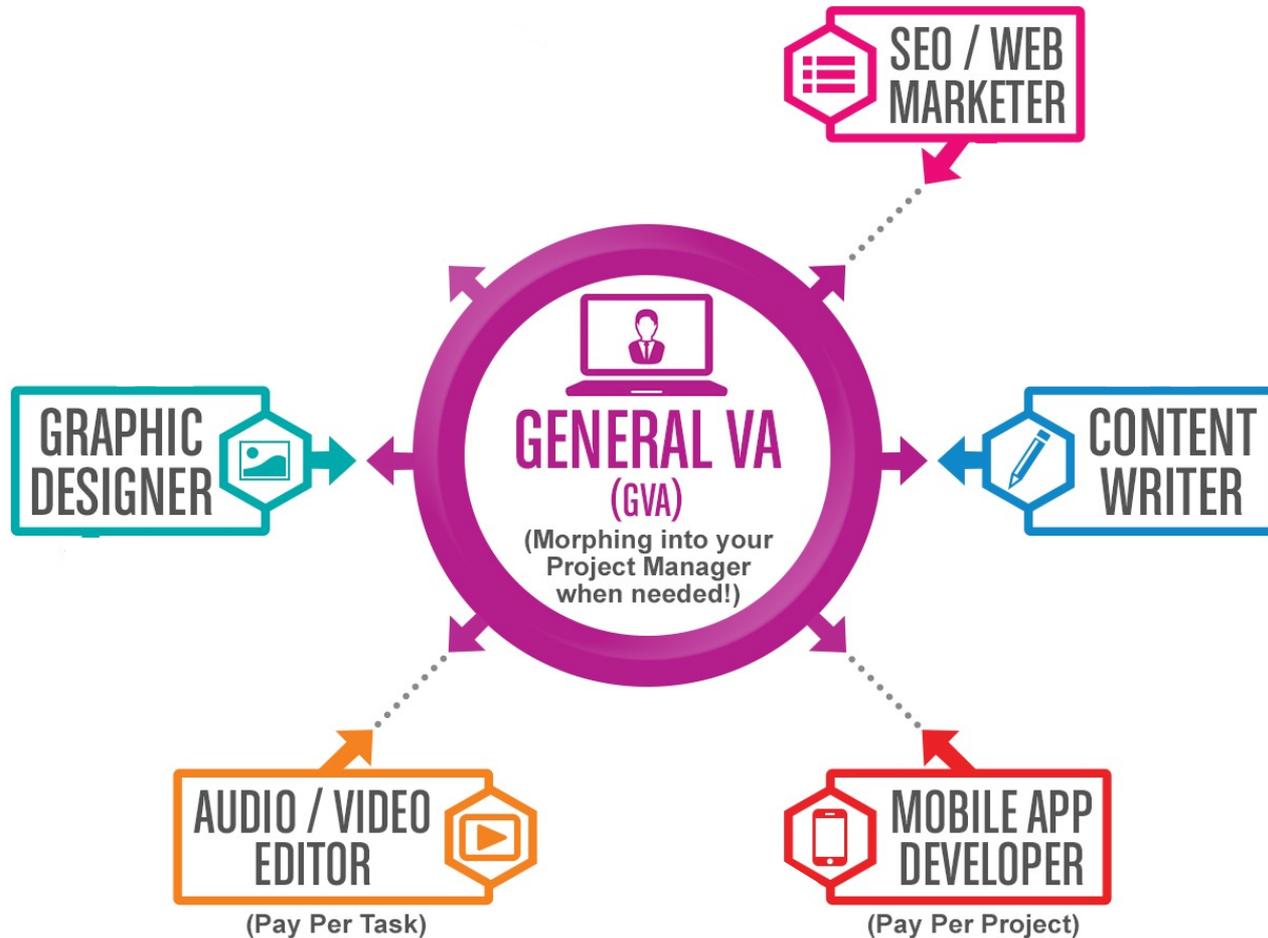
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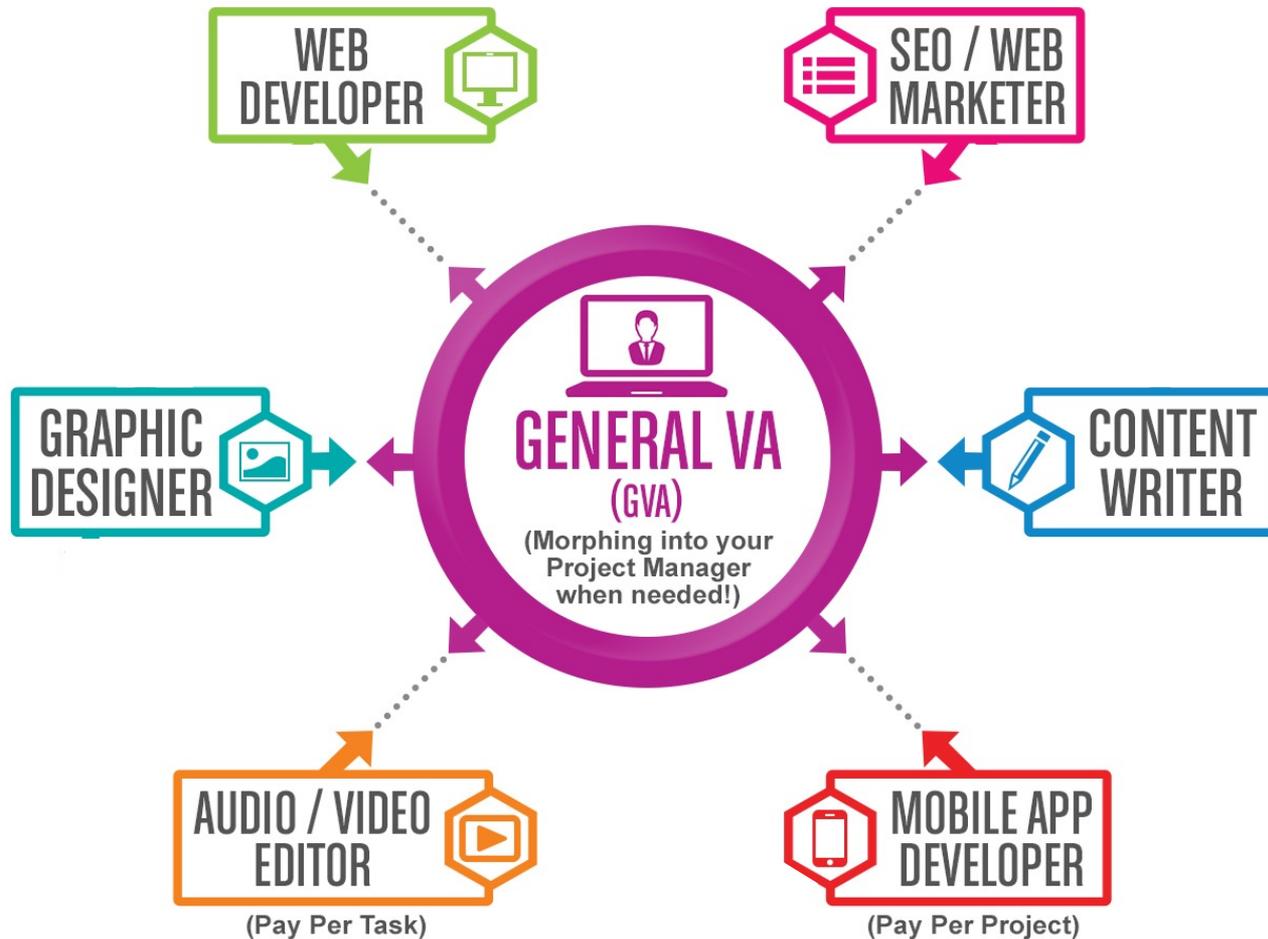
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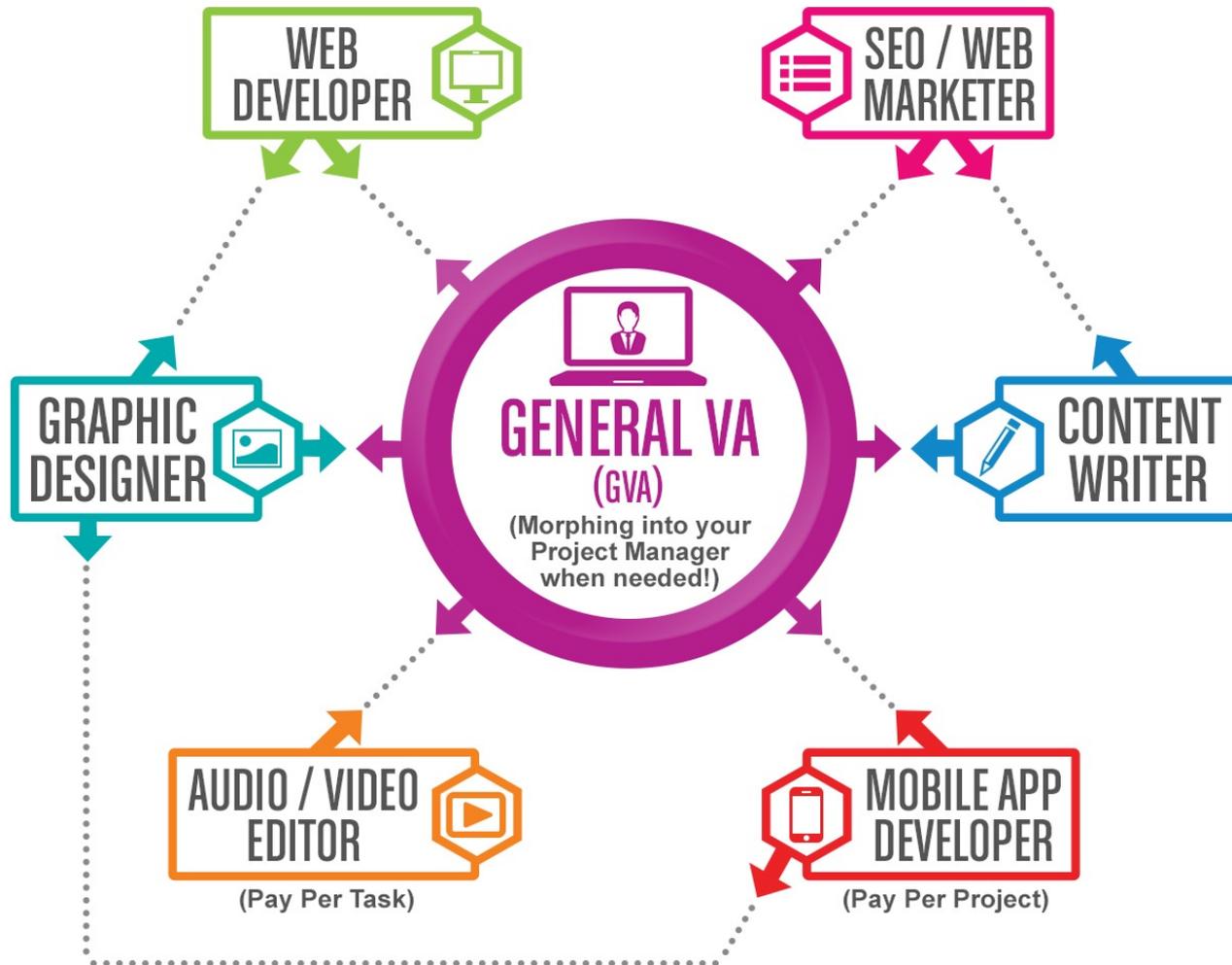
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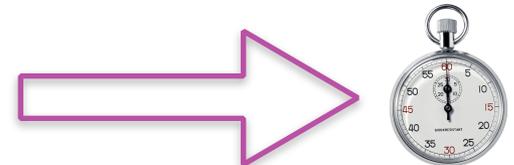
VIRTUAL TEAM INTERACTION



VIRTUAL TEAM INTERACTION



VIRTUAL TEAM INTERACTION



#1

General topic, as well as keyword research for upcoming blog posts.

45mins



#2

Group similar topics and list them as potentials to be turned into a series of blog posts, or even more!

30mins



#3

Find similar online content and create a 'Likewise List' to use later on, when promoting.

20mins



#4

Identify Facebook and LinkedIn groups which can be used to promote and blog content when published.

20mins



#5

Upload videos to YouTube, with title, links, keywords, categories.

15mins



Created playlists



Entrepreneurship

1 year ago

Join the 7-Day 'New Busi
7 Ways to get Your Inbox

View full playlist (7 videos)



Top 10 Virtual Assi

1 year ago

1/10 Virtual Assistant Vid
2/10 Virtual Assistant Vid

View full playlist (10 videos)



Virtual Assistants &

1 year ago

Virtual Assistants 101 - H
Understanding Cultural D

View full playlist (7 videos)



Blogging Tips

1 year ago

Start Blogging NOW! (Th
When Traffic Isn't Enough

View full playlist (5 videos)

#6

Add video to relevant playlist.

5mins



#7

**Transcribe the video to use as
short blog posts, long-form YouTube
descriptions and more!**

45mins



#8

Tag and upload podcast episodes to an audio server, including show details and artwork.

15mins



#9

**Transcribe podcast episode
to use as a series of blog posts,
eBook and Kindle content and SEO.**

60mins



#10

Create 'Draft' in Wordpress, adding bold, italics, images, H2 and H3 tags for sub-headings and layout, etc.,

30mins



#11

Search and add an image to the post, if needed. Best to use your own images whenever possible.

15mins



#12

**Embed podcast episodes,
or YouTube videos if required,
to create media-rich blog posts.**

10mins



#13

**Categorize blog post,
including relevant tags and keynotes,
and optimize for SEO with plugins.**

10mins



#14



Create 'Canva' images to use on Social Media.

30mins



#15

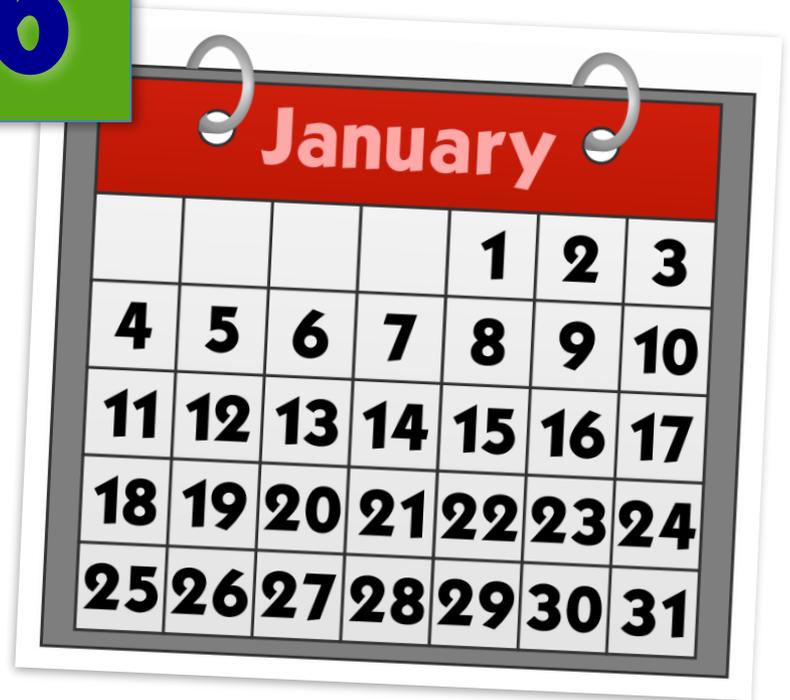
**Draft and schedule
'Broadcast' email in Aweber, or
other email marketing software.**

20mins



#16

**Schedule post in
Wordpress, or
simply hit 'Publish'!**



5mins



#17

**Schedule Tweets to go out every
6-hours for the next 48-hours
after publishing content.**

15mins



#18

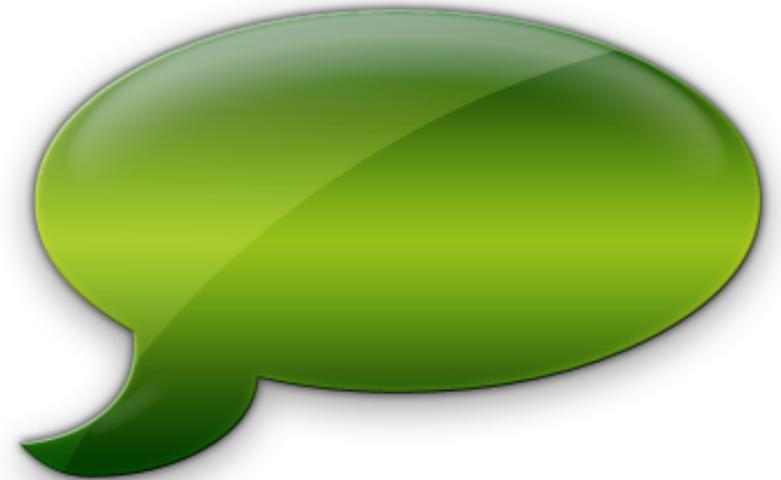
Contact anyone you mentioned in your post with a pre-written email, as they might like to share it.

20mins



#19

**Comment on the
Top 5 posts from
your 'Likewise List'.**



20mins



#20

**Share the featured image of
your post on Pinterest, etc.,
including a link back!**

15mins



#21

**Create short presentations
from transcribed content
and post to SlideShare, etc.**

30mins



#22

**Promote your SlideShare content
on LinkedIn, Twitter & Facebook
in order to get homepage exposure.**

10mins



10
TOP TIPS!

FOR WORKING WITH VIRTUAL ASSISTANTS

-WHAT EVERY ENTREPRENEUR NEEDS TO KNOW!

- 1 FIRST THINGS FIRST, BE REALISTIC ABOUT THIS!**
Outsourcing is not a quick-fix magic pill that you can 'pop' and expect everything to work perfectly from day one. So, don't expect too much from your VA right out of the gate.
- 2 LEVERAGE YOUR TIME - YOU KNOW IT MAKES SENSE!**
The number one benefit of working with a VA is saving time, gaining more time and ultimately becoming more productive as an entrepreneur yourself.
- 3 WHY ENTREPRENEURS SHOULD LOVE FREELANCED VIRTUAL ASSISTANTS**
Hiring home based virtual assistants generally cost 50% less than working with a solutions provider.
- 4 DON'T MAKE ASSUMPTIONS!**
"Assumptions make an ass out of you and me" Give very clear, distinct instructions on the tasks you're asking your VAs to perform for you.
- 5 INVEST TIME IN DEVELOPING YOUR VIRTUAL ASSISTANT**
Make sure you spend time training your VA to the point where they can work unassisted, and to a level that you're both going to be happy with, so that your relationship becomes a long-lasting one.
- 6 SET REALISTIC TASK TIMELINES**
Think about all the parameters in place on each task and set a realistic task timeline.
- 7 BUILD TRUST WITH YOUR VIRTUAL ASSISTANT**
Build up trust, don't micromanage and become a virtual vulture of a boss! Show them that you believe in



50%
CHEAPER



信仰

(Yep, that means TRUST in Chinese)

#23

Turn your blog post
into an Infographic
for further marketing.

15mins



#24

Post your 'Canva' images to all your social media profiles with link, to increase blog traffic.

15mins



#25

**Build internal links
to new content
from your archive.**



15mins



#26

**Add the new post to your
'Blog Bank', for easy access when
creating fresh content and linking.**

5mins





Total Time x 1 Post:
4 hours



***not including video & audio work**

**Total Time x 1 Post:
4 hours**

**Total Time x 3 Posts:
12 hours**



***not including video & audio work**



Total Time x 1 Post:
4 hours

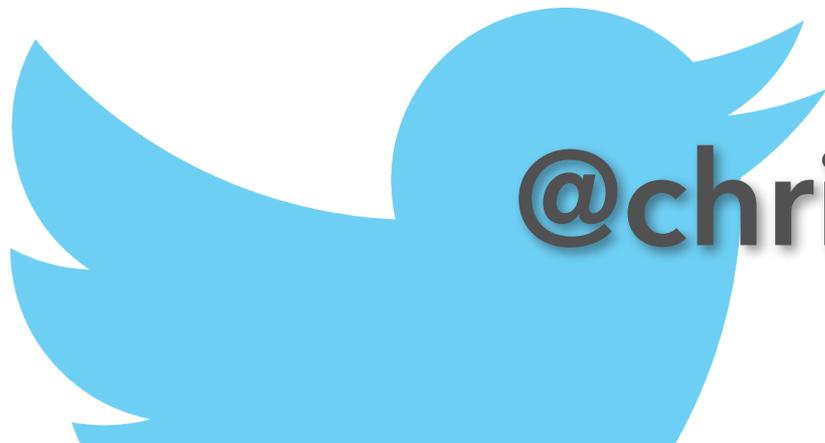
Total Time x 3 Posts:
12 hours



48 hours per month!

***not including video & audio work**

**TIME IS OUR MOST
MOST VALUABLE
COMMODITY.
INVEST IT WISELY!**



@chrisducker

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