

# Wholesaling Lease Options – FREE Bonus

## “How to find, hire and train a Virtual Assistant for \$3/hr”

### Watch These Videos:

- **Video 1** (<http://screencast.com/t/Y2E5ZDAwZj>)
- **Video 2** (<http://screencast.com/t/ZGQwYTU5MjE>)
- **Video 3** (<http://screencast.com/t/ODJlNmM5>)

### Important Considerations:

- Consider the cost of hiring & training employees vs. virtual assistants
- Preparation is the key to success with your Virtual Assistants. If your jobs and systems aren't prepared and ready then you will most likely not get good results because they won't know what to do.
- The main reason people fail with VA's is that they don't do a good job managing their projects.
- Give clear expectations and **deadlines!**
- Tie payments to clearly defined milestones
- Don't choose someone mainly by price
- Start small & keep it simple

### Simple Steps:

1. Create good systems
2. Create good job descriptions
3. Post your job
4. Interview the assistants
5. Hire your assistant
6. **Manage** the project
7. Reward good work

### How I Use Virtual Assistants:

- Marketing for Sellers
  - Searches through Craigslist and FSBO sites for motivated sellers
  - Send emails & voice mails to sellers
  - Finds addresses & personal information from Absentee Owners and Expired Listings
  - Send postcards through [www.Click2Mail.com](http://www.Click2Mail.com)
  - Transcribes any voice mails from sellers
  - Updates database with seller information (see [www.Nesters.com](http://www.Nesters.com))
  - (Sometimes my VA will call sellers back and schedule appointments for me to talk to them - see [www.TimeDriver.com](http://www.TimeDriver.com))
- Marketing for Buyers
  - Create vFlyers / Postlets for each property
  - Post vFlyers on my website
  - E-mail new properties to Buyer's List ([www.mailchimp.com](http://www.mailchimp.com))

- Post properties on 20+ different websites
- Transcribe voice mails from buyers onto spreadsheet
- Emails my Selling Manager any responses to ads

#### **Favorite Tools & Resources:**

- [www.oDesk.com](http://www.oDesk.com)
  - Watch this important **video** on how to use oDesk
    - First, look at this screenshot to see how to make the following video bigger and easier to view (<http://screencast.com/t/EIbVPzTr>).
    - Video drum roll – click on movie icon below.....



- (<http://www.screencast.com/t/MzVkNWizZGU>)
- You may want to click on the “Full Screen” button on the lower right of the video to make it larger.

- [Docs.Google.com](http://Docs.Google.com)
  - Goal – have a training document / a systems manual that you can train your next VA with when you lose your current one. It’s so easy to revise!
- [www.JingProject.com](http://www.JingProject.com)

#### **Favorite Misc Links:**

- [www.99designs.com](http://www.99designs.com) – design a logo, a website, a newsletter, a business card, anything!
- [www.Fiverr.com](http://www.Fiverr.com) – Hire people to do small jobs for you for \$5. You will be amazed at what you find here!
- [www.elance.com](http://www.elance.com) – Good site for outsourcing, maybe not as good as odesk.com in my opinion. The VA's here are generally more expensive than VA's on oDesk. But still, it's worth a look.
- [www.guru.com](http://www.guru.com) – good site to find more people here in the US that are more advanced & trained, maybe more technical?
- [www.vWorker.com](http://www.vWorker.com) (formerly Rent-A-Coder) – great place to find techy help
- [www.Craigslist.org](http://www.Craigslist.org) – the place to go to find local assistants



**LEARN HOW THERE IS NO EASIER WAY THAN WHOLESALING  
LEASE OPTIONS TO MAKE QUICK CHUNKS OF CASH, WITHOUT  
MONEY OR CREDIT, WITH VIRTUALLY NO RISK, AND WITH ZERO  
COMPETITION!**

**[www.WholesalingLeaseOptions.com](http://www.WholesalingLeaseOptions.com)**