

Cheat Sheet: Step One

Do you want to start subcontracting but don't know where to start? I've outlined all you need to do to get up and running within 30 days. This cheat sheet will guide you through the process in a simple, effective way. Let's get started!

1. Set your goals. These are absolutely vital to keep you on track. Think carefully about this. Brainstorm by writing down your thoughts. We're only going to set 3 goals right now. This'll keep things manageable for you. Try to pick 1-2 short-term goals and 1 long-term.

Choose 3 of the following, and then use the blank space to specify your personal desires. For example, you could choose to increase your revenue, then write: "Increase monthly income by 20%."

Goals:

- ✓ Fill more client spots ____
- ✓ Increase revenue ____
- ✓ Delegate client tasks you dread ____
- ✓ Free up more time ____
- ✓ Go on a vacation ____
- ✓ Purchase a fun personal item ____
- ✓ Quit your full-time job ____

Write down any additional thoughts about your goals here:

2. Breakdown your regular client tasks

The next step is to break down the tasks you regularly do for your clients, as well as for your own business. Start by writing down the larger ones, then move on to those that are smaller. You want to cover all your bases. Make sure you don't miss any! Now, take a glance and see which ones stand out to you. Are some really time-consuming? How about the ones that you feel less skilled at? There might be some you simply don't like.

(Collette, you could decide to put an area here for them to write freely and brainstorm, if you wanted.)

Once you've decided, jot them down here:

Client 1____

Client 2____

Additional clients____

Your business____

3. Useful Tools for Working with Your Subcontractors

There are a wide variety of tools available to help make subcontracting easy. From project management software to document sharing, there's something for your every need. Here's a list of some of the most popular tools.

Asana: a web and mobile application designed to help teams track their work. You can chat, share docs, and create projects.

Trello: a collaboration tool that organizes your projects into boards. It tells you what's being worked on, who's working on what, and where something is in a process.

Basecamp: a web-based project management and collaboration tool. It features to-dos, files, messages, schedules, and milestones.

Slack: an instant messaging and collaboration program. Files, images, and spreadsheets can be easily shared with anyone.

Wrike: online tool for project management and work collaboration.

Google Docs and Hangouts: an online word processor with shareable documents, and a communication service for chatting by text, voice or video chat.

Dropbox: a file hosting service for photos, videos, docs, and more. Share with anyone on your team.

4. Find Subcontractors by Networking

Now comes the all-important question: where do you find your subcontractors? The answer is networking. By networking, you might come across someone who will refer a subcontractor to you or someone looking for work themselves. You get the word out that you're looking for someone, and that can lead to some great connections.

Facebook, LinkedIn, and Twitter are great places to start. These are a few of my favorite networks and forums.

The Virtual Assistant Networking Group

<https://www.facebook.com/groups/vanetworking/>

VA Networking Forum <https://www.facebook.com/Virtual.Assistants>

VA Phone Book <https://www.facebook.com/groups/vaphonebook/>

International Virtual Assistants Association

<https://www.facebook.com/IVAA.org/>

Virtual Subcontractors Advice

<https://www.linkedin.com/groups/1922201/profile>

Subcontracting Virtual Assistants

<https://www.linkedin.com/groups/4252351/profile>

LinkedIn Virtual Assistants <https://www.linkedin.com/groups/67080/profile>

5. Bring Your Subcontractor on Board

You've found your subcontractor! Now what? You need to have a system in place to make hiring them a breeze. These are four vital steps to getting started.

How will you communicate? Refer back to Step 3 to review your communication options. Choose one that fits your specific needs, and that is easy for your subcontractor to work with. If needed, discuss how often you'll communicate. For example, will you have weekly Skype meetings? Find a tool that fits your personal communication needs.

What are the expectations? First, be clear with yourself about what you expect from your subcontractor. Then you can convey that to them. What are their expectations from you? You'll save yourself the hassle of miscommunication if you make things clear right from the start.