

How to Outsource and Plan Projects for Online Freelancers or Virtual Assistants Through Freelance Websites

Personally, I had never heard of outsourcing or virtual assistants until I read Tim Ferriss book The 4 Hour Work Week. In it he describes a world in which can radically change the way we spend our time. Ultimately his aim is to help us uncover the possibility of having an actual life and not delegating it to some imaginary retirement age. He argues that for a large majority of life and work endeavors they could as simply be outsourced. This simply means that we delegate to some one (not necessarily over seas) some of the laborious jobs and responsibilities we have. Businesses outsource all the time. If they can do it so can we. But how do we outsource a virtual assistant?

A virtual assistant is different from having an actual assistant in that most of the time they are not physically in front of you, instead you will be utilizing the marvel that is the world wide web to maintain contact as well as possibly by phones and faxes. If you a person who works from home or is constantly traveling on the road, having an extra pair of hands may be of big help, even if they're just virtual hands. Anything you can do online or on a computer you can get someone else to do. From keeping your appointment calendar to handling projects to booking flights, a virtual assistant can do just about everything but wash your clothes. But they perhaps can get someone to drop off your dry cleaning!

Applications such as Google Docs and BaseCamp make outsourcing to a virtual assistant a breeze. As most of these application are web based, or as some people prefer the term cloud based it means your virtual assistant could be anywhere in the world with a reliable telephone line and an internet connection and they'd be ok. Actually the shoe goes on the other foot as well, meaning that you can contact your virtual assistant anywhere as well. On your blackberry, at an airport terminal or at a cafe.

Finding a freelance virtual assistant is now made easier with the plethora of online outsourcing hubs such as Elance and Freelancer. With simple to use instructions and trust and review based ratings you too can find an assistant with excellent administrative skills and the skills and temperament to help you in all facts of your daily life and business. They might not be able to make you a cup of coffee but they can certainly order one for you!

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