**7 Effective Ways Get Maximum Productivity from Your Virtual Assistants**

Here in this article I'm gonna show you 7 excellent effective ways that will help you to get maximum productivity from your virtual assistant.

**Before jumping to the main point...**

**Define Clearly What You Want from Your VA:**

Make sure you clearly define your goal to your VA and the tasks you want him to do for you. This will help him to work confidently for you as he knows your goal and he gets clear work instructions from you. Your goals/requirements may change over time, but the better you know the changes in advance the better you can make your virtual assistant prepare for the changes.

**Let's demonstrate the points:**

Below are the 7 easy ways to make your Virtual Assistant more productive and effective.

**1. Think Long-Term When Training Your VA:**

When you assign your task to a VA, a big portion of your success goes to their hand. You need to invest time and money in training and development of your virtual assistant to speed up your VA and bring them to a certain level where you don't need to explain them every single thing in details.

But the good thing is that if you hire a virtual assistant from an outsourcing agency like MyVirutalPeople you don't need to take so much headache because they already have manpower who are expert in various fields. So, this can help you to save your time and money. But sill you will need to give them time and instruction because every business goal is different.

**2. Use Videos or Audio to train your VA:**

Creating training videos and audios is the most effective and time savvy methods to improve the knowledge and skills of your VA. Written instructions can take time to make your employee understand your work. A lot of OBS Studio etc are available to create instructional videos. You can simply create videos, upload them on One Drive or Google drive and give them access to it.

**3. Put Together a Clear Task Understanding:**

After finishing the training session when you think your VA is ready to start working on a real project, make sure you provide him with a clear task understanding. When assigning tasks you have to make sure your instructions are pretty clear and sufficiently understood. Talk with your VA after assigning a task to make sure he understands the instructions. If you have multiple tasks for your VA you can use online task manager tool (like wanderlust, Process Street ) in assigning tasks. The benefits of this online task manager are that you can check which tasks are done or the progress of a specific task. You are able to set deadlines and priority to the tasks which are very helpful for both of you.

**4. Be Clean on Setting Deadlines:**

Clearly define what you need and when you need the task done. You have to set realistic task deadline in that case. I have mentioned how you can track and get the best performance from your VA using online task management tools in the previous point.

**5. Give Feedback:**

Make sure you give feedback to your VA regularly for their performance. This will help them to encourage them to give you a more productive output. Use some kind words to make your VAs feel appreciated and keep them motivated than when they do a good job for you. But when something doesn’t work, you have to describe to them why it not worked or what output you want from them. They will realize their mistake and won't do the same again.

**6. Stay Connected:**

Stay connected with your employee so that they can quickly communicate with when something went wrong or they get confused with any task. And besides communication will make a better relationship and avoids misunderstanding with your VA.

Stay available on Skype, Slack to communicate easily with your VA.

And ask them to send you an update describing what they’ve accomplished at the end of a working day and don't forget to give them feedback.

**7. Be fair to your VA:**

Your VA may work hard for you so that by giving you a quality output they can earn a good amount to support their family. So it's your duty to compensate them fairly and pay them on time, always. This will also make them happy and work more hard for you.

**Final thoughts:**

Hiring a virtual assistant will help you to release your workload and will give you more time to focus more on your business progress. Hiring Virtual Assistant from an outsourcing agency will not cost you a lot. Agencies like MyVirtualPeople provides admin Virtual Assistant for as little as £2.99 per hour, and IT virtual staff for £4.99 per hour.