

Do you need a VA?

Complete our handy tool to find out!

Use the calendar to
log what tasks you
do hour by hour

Be as detailed
and thorough
as you can

Work out your
hourly rate:

*What do you
charge yourself
out at per day/per
hour?*

Hourly Rate:

Hours per week :

Hourly x Hours



Book a meeting
with us & we'll
see how we can
help!



	9-10	10-11	11-12	12-1	1-2	2-3	4-5	Total Hours
MON								
TUES								
WED								
THURS								
FRI								