

100+ Qualities

To Look For in a VA



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Here is a list of 100 qualities you might want to look for in a virtual assistant (VA). Feel free to check any and all that you want on your list. There is space at the bottom to add your own.

Accepting

Open to different ideas, people, and situations without judgment.

Accountability

Willing to take responsibility for actions and outcomes.

Accommodating

Willing to adapt to others' needs or preferences.

Achiever

Strives to reach goals and accomplish tasks with determination.

Adaptable

Capable of adjusting to new conditions or changes with ease.

Advocate

Supports and promotes the interests of others.

Analytical

Skilled in breaking down complex information to understand and solve problems.

Arranger

Organizes and plans tasks and events effectively.

Balanced

Maintains equilibrium between various aspects of life and work.

100+ Qualities To Look for in a VA



- Brave/courageous*
Shows strength and willingness to face challenges.
- Break a goal down to the smallest tasks*
Strategically divides large objectives into manageable steps.
- Can handle crisis*
Remains calm and effective during emergencies or difficult situations.
- Cheerleader*
Encourages and motivates others with positive energy.
- Collaborative*
Works well with others to achieve common goals.
- Compassionate*
Shows empathy and concern for others' well-being.
- Confidence*
Exhibits self-assurance and trust in one's abilities
- Connected*
Builds and maintains meaningful relationships with others.
- Consistency*
Delivers reliable and stable performance over time.
- Cooperative*
Works harmoniously with others, contributing to collective efforts.

100+ Qualities To Look for in a VA



Cultural fit

Aligns well with the values and practices of a particular organization or community.

Deliberative

Thinks carefully and considers all aspects before making decisions.

Disciplined

Maintains control and structure in actions and behaviors.

Direct

Communicates in a clear and straightforward manner.

Empathetic

Understands and shares the feelings of others.

Energetic

Displays enthusiasm and vigor in activities.

Enthusiastic

Exhibits excitement and eagerness.

Ethical

Adheres to moral principles and standards.

Even-Tempered

Remains calm and composed, even in stressful situations.

Firm

Stands strong in decisions and beliefs.

100+ Qualities To Look for in a VA



- Flexible*
Willing to adjust to changing circumstances.
- Focused*
Maintains concentration and attention on tasks or goals.
- Forceful*
Communicates with impact and conviction.
- Friendly*
Approachable and kind in interactions with others.
- Futuristic*
Looks ahead and envisions potential developments or opportunities.
- Goes with the flow*
Adapts effortlessly to changing situations.
- Go-getter*
Actively pursues goals with determination.
- Good communication*
Expresses thoughts and ideas clearly and effectively.
- Good listener*
Attentively receives and understands information from others.
- Grammar whiz*
Proficient in using language accurately and effectively.

100+ Qualities To Look for in a VA



- Harmonious*
Creates and maintains peaceful and cooperative relationships.
- Helpful*
Provides support and assistance to others.
- High standards*
Sets and maintains high expectations for oneself and others.
- High-spirited*
Exhibits a lively and positive attitude.
- Holds Confidentiality*
Protects sensitive information with discretion.
- Humble*
Demonstrates modesty and a lack of arrogance.
- Idea generator*
Continuously comes up with creative and innovative thoughts.
- Implementer*
Turns plans and ideas into action and results.
- Intuitive*
Understands and perceives things instinctively.
- Knowledgeable*
Possesses a wealth of information and expertise.

100+ Qualities To Look for in a VA



- Laughs easily*
Finds joy and humor in everyday situations.
- Learner- likes to learn new skills*
Actively seeks opportunities to expand knowledge and abilities.
- Lively*
Full of energy and vitality.
- Logical/ Logic minded*
Thinks rationally and analytically.
- Nudger*
Encourages and motivates others subtly.
- Offers feedback*
Provides constructive criticism and suggestions.
- On time*
Punctual and reliable in meeting deadlines and commitments.
- Open to change*
Willing to embrace new ideas and approaches.
- Open to feedback*
Receptive to others' opinions and suggestions.
- Open to trying new things*
Willing to explore and experiment with unfamiliar activities.

100+ Qualities To Look for in a VA



Optimistic

Maintains a positive outlook and expects favorable outcomes.

Organized

Keeps things orderly and systematic.

Outgoing

Sociable and extroverted.

Owns mistakes with grace and works to fix them

Takes responsibility for errors and proactively addresses them.

Patient

Exhibits calmness and tolerance in challenging situations.

Planner - Plans ahead

Strategically prepares for future events and tasks.

Precise

Pays attention to detail and accuracy.

Private

Keeps personal matters discreet and confidential.

Problem solver

Effectively addresses and resolves issues.

Proactive

Takes initiative and anticipates needs.

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- Professional*
Conducts oneself with competence and decorum.
- Protective*
Looks out for the safety and well-being of others.
- Quick learner*
Grasps new concepts and skills swiftly.
- Quick to respond*
Reacts promptly and efficiently.
- Reflective*
Thinks deeply and evaluates experiences.
- Relational*
Builds and maintains strong interpersonal connections.
- Reliable*
Dependable and trustworthy.
- Reserved*
Keeps emotions and thoughts in check, displaying restraint.
- Results-oriented*
Focuses on achieving outcomes and goals.
- Responsibility*
Takes charge and ensures tasks are completed.

100+ Qualities To Look for in a VA



Routine

Establishes and follows consistent patterns and habits.

Self-assured

Exhibits confidence and certainty in oneself.

Service-oriented

Dedicated to helping and serving others.

Sincere

Genuine and honest in actions and words.

Slow to anger

Maintains composure and patience, avoiding impulsive reactions.

Solution oriented

Focuses on finding effective resolutions to problems.

Speaks my language - literally and figuratively

Communicates in a way that resonates and connects.

Squirrel wrangler

Handles chaotic situations with skill and humor.

Stoic

Remains calm and unperturbed in the face of adversity.

Strategic

Plans and executes with foresight and ingenuity.

100+ Qualities To Look for in a VA



- Strong boundaries*
Establishes and maintains clear limits and rules.
- Strong-willed*
Exhibits determination and resolve.
- Succinct*
Communicates clearly and concisely.
- Supportive*
Provides encouragement and assistance to others.
- Systematic*
Follows organized and methodical approaches.
- Tactful*
Communicates with sensitivity and diplomacy.
- Team oriented*
Prioritizes collaboration and collective success.
- Team player*
Works well within a group and contributes to shared goals.
- Technology savvy*
Proficient in using technology effectively.
- Visionary*
Envisions and plans for future possibilities.

100+ Qualities To Look for in a VA



- Warm*
Shows kindness and approachability.
- Willing to give input*
Actively participates and shares opinions.
- Works well with others*
Collaborates effectively in team settings.

Do you have qualities not listed? Use this space to write them down.