

Figure Out Your Budget



- How much can I afford?
- How many hours is that?
- Can I even find someone to work within my budget?

All great questions to start with when considering your budget.

First, look at your finances and jot down the minimum and maximum monthly dollar amount you are comfortable spending.

Next, consider what kind of virtual assistant support you think you need:

- Doer
- Collaborator
- Online Business Manager (VA Team Manager)

Most VAs charge between \$40-100 per hour depending on their experience and skill set. On average:

- Doer VAs charge between \$20-50 per hour
- Collaborator VAs charge between \$40-100 per hour
- Online Business Managers will charge between \$80-100+ per hour

Divide your minimum and maximum monthly budget by the average hourly rate range for your preferred support type.

Now consider how many hours you think you'll need per month. Where does that fall in the hourly range?

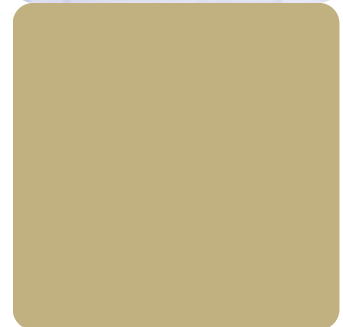
For example, let's say your budget is \$300-500 a month and you need a Collaborator VA to start with.

If the minimum hourly rate is \$50 and the maximum hourly rate is \$100, that means at minimum you get (3-6) hours a month or max (5-10) hours a month.

If you feel your needs are 5-10 hours a month, then you should look for a VA who charges \$40-\$60 an hour VA to get your tasks done.

Use the [My Budget](#) worksheet on the next page to help.

If you think better in a spreadsheet, [click here](#). This is a View only Google Sheet. In order to update with your numbers, go to File--> MAKE A COPY.



My Budget

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Calculating your starting budget will help you decide what tasks to focus on and what help you can hire.

The support I need: _____

They charge between: _____ - _____ per hour.

My starting monthly budget:

Minimum \$_____ Maximum \$_____

If I hire a VA who charges:

\$_____ per hour, that equals between _____ - _____ hours per month.

\$_____ per hour, that equals between _____ - _____ hours per month.

\$_____ per hour, that equals between _____ - _____ hours per month.

The number of hours I think I need a month: _____ - _____

Based on my budget and my needs, I am looking for a VA who charges an

hourly rate between \$_____ - _____ per hour.

My Budget - example

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The support I need: Business Partner-Minded VA

They charge: \$40-100 per hour

My starting monthly budget:

Minimum \$ 300 Maximum \$ 500

If I hire a VA who charges:

\$ 40 per hour, that equals 7.5 - 12.5 hours per month.

\$ 50 per hour, that equals 6 - 10 hours per month.

\$ 60 per hour, that equals 5 - 8.5 hours per month.

The number of hours I need a month: 5-10

Based on my budget and my needs, I am looking for a VA who charges an hourly rate of \$ \$40 - \$60 per hour.