



Work From Home Secrets

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Getting Started

Thank you for your purchase of "Work From Home Secrets".

If you've always wanted to make money online, but weren't sure how, this guide will serve as an *invaluable resource* that will help you start making money quickly, and easily.

The "Work From Home Secrets" guide reveals the top money making opportunities online, and provides in-depth information regarding each and every opportunity so that you fully understand what is involved, the earning potential of each opportunity and finally, how to get started with little to no upfront costs involved.

From making money as a high paid self-published author, to building a full time income as a freelancer, we'll give you a complete blueprint that outlines the very steps that you need to take in order to get started.

Remember, despite what you've been told, making money online doesn't have to be difficult, expensive or complicated. Nor does it have to be time consuming.

While there are literally hundreds of different ways that you can make money online, regardless of the path you choose, it all begins with developing a comprehensive action plan that will help you solidify your place in your market, and generate ongoing business. Then, you simply dedicate yourself to building an online presence as well as a unique brand, all your own.

Becoming a successful telecommuter or independent contractor does take time and effort, but if you're willing to dedicate yourself to building a viable, long-term

business that offers true value, you'll finally be able to gain the financial freedom you've been searching for.

So, without further delay, let's begin!

Make Money As A Freelance Writer

As a freelancer, you will want to become familiar with the most popular freelance marketplaces first, because when you are just starting out, this is where you will generate a majority of your money, through direct client offers, as well as how you'll build a customer base so that you can secure ongoing work.

There are a number of freelance marketplaces online, however from personal experience in freelancing, you'll want to focus primarily on:

<http://www.eLance.com> & <http://www.Guru.com> if you are offering writing services.

If you are a programmer or designer, you should set up accounts with <http://www.ScriptLance.com> and <http://www.RentACoder.com>

One of the most important aspects to winning bids and becoming a high paid freelance provider is in developing a presence within the popular marketplaces.

While many freelancers overlook the mass exposure offered by becoming an active marketplace member, and instead, seek out direct work from clients in their market.

While you can undoubtedly build a large client base through direct marketing, by participating in the top freelance communities, you'll be able to maximize your exposure, and build a larger client base, in less time and with less work.

Better yet, you can utilize marketplaces as a way of building credibility and

establishing yourself within the freelance community.

In order to get the most out of the freelance marketplaces however, you need to know how to stand out, and set yourself apart from the competition.

In order to stand out from the competition, you will want to develop a portfolio site. This goes beyond a single page that demonstrates your skills, and instead, provides in depth information on who you are, what your background is, as well as current samples of your work, spanning across every writing style and market you cater to.

Many new freelancers set up quick blogs that offer a handful of samples, and from personal experience, this does little good at converting potential buyers into long-term clients.

You really need to set up a thorough website, that demonstrates your abilities and showcases your talent so that anyone visiting the site to determine whether you are a professional and capable writer is reassured on the spot.

Even if you are not technically skilled, you can still create a stunning portfolio website just by downloading a free copy of Wordpress at <http://www.Wordpress.org> .

While you can set up remotely hosted free blog accounts, in order to establish a real presence online and to indicate to potential clients that you are not going to disappear with their money (a very common concern for new businesses hiring freelancers), and that you have established a business presence online.

Your portfolio site should showcase your very best work. You want to do your

best to offer a variety of samples that cover all the different writing styles that you are experienced with.

This will help to demonstrate how diversified you are, and that you are capable of handling a variety of project types, which subsequently, will help you reach out to a greater client base of people who prefer specific styles.

You also want to showcase different writing formats.

For example, if you are offering a combination of writing services including copy writing, article writing, audio or translation, you want to make sure that you set up individual categories on your site so that visitors can quickly access the format type that they are most interest in.

From each category, you should offer at least 5 different samples, and whenever possible, include testimonials or references to further demonstrate that you are a capable and established writer.

Testimonials are a very powerful component to a successful portfolio site, and are critical to your success.

Potential clients place a lot of value on feedback from previous clients because it helps them to identify whether you are a reliable, experienced and trustworthy freelancer.

It also helps reassure clients that there are no risks involved in hiring you for their projects, so do your best to collect testimonials from those you've worked with and showcase them throughout your portfolio site.

Most clients will be more than happy to provide you with feedback upon completion of their project; so don't be afraid to ask for it!

You also want your portfolio site to reflect your personality, so that potential clients can get a feel for the type of person you are, and what you are passionate about.

Create an "About Me" page on your portfolio site that provides potential clients with a bit of background information on you, including your location, interests, skills, hobbies and contact information.

Make sure that your website is well organized and is professionally designed. If using Wordpress as the platform for your portfolio site, you will be able to preview hundreds of different themes, choosing the one that best reflects your style and outlook.

Create a direct response marketing site that motivates visitors into taking action, and either contacting you for a quote or booking a project with you right on the spot. You can implement order forms and payment links on your site, or offer a calendar or schedule that outlines your current workload, and availability.

You also want to inject a USP (Unique Selling Proposition) so that potential clients are given a clear idea as to how you are different. For example, USP's often include:

- 1) Faster Turnaround Time than the competition**
- 2) Guarantee of Satisfaction**
- 3) Discounts on bulk orders or long term business**
- 4) Offering different formats (PDF, Doc, Txt, etc)**

USPs can also include your qualifications and experience, such as whether you specialize in certain fields, niche markets or topics.

Expert content creators who are personally familiar with specific topics are able to set a higher price structure on their writing simply because they offer that unique experience that clients will happily pay for.

One of the most important components of your portfolio site is in being able to capture leads.

You can do this by integrating an opt-in code on your website that allows clients and visitors to enter in their full name and email address where you can send out discounts, special offers and just touch base with them each time you are available for hire, or perhaps, begin offering a new service.

In order to effectively set up and manage a newsletter or mailing list, you'll want to subscribe to a monthly autoresponder service provider. I personally recommend either <http://www.GetResponse.com> or <http://www.Aweber.com>

Freelance marketplaces help to broaden your exposure and put you in direct communication with hundreds, if not, thousands of potential clients.

The key to being successful within freelance marketplaces, isn't in bidding the lowest per project, or even on bidding on a great number of projects, in fact, if you are interested in making as much money per project as possible, you should never bid lower than you are comfortable with.

It's often too easy to undercut yourself by bidding low on projects in the attempt

to secure work; after all, there are sometimes hundreds of other freelancers vying for the same projects.

But, if you really want to stand out and separate yourself from the low quality writers, keeping your pricing consistent and focusing only on projects that offer reasonable payment terms, you will quickly develop a reputation for quality - which will give your freelance business a tremendous boost in terms of the type of clients you'll attract and the kind of money you can make.

In order to generate more business through the marketplaces, you will want to establish credibility, so that those considering hiring you can quickly preview comments and ratings left for you by other clients.

Establishing good feedback and credentials will help attract serious clients, and land you more projects than you ever thought possible.

When approached regarding potential projects, you never want to use a "canned response". Take the time to personally address every person who contacts you through the marketplaces.

Potential clients will appreciate you taking a personal approach and will feel as though you are taking their business seriously, which is important when building trust and credibility.

You also want to take time to create a polished profile with each freelance marketplace you are a part of.

Make sure to include your most important references and experiences, such as whether you've ever written for magazines, trade publications, whether you are

an expert with specific topics or industries, and how long you have been involved in freelancing.

Make sure to highlight your strengths. Even if you are a new freelancer, there are ways to position yourself as an expert and qualified freelancer based on your capabilities, even if you lack experience or have yet to work directly with clients.

For example, are you a seasoned blogger? Have you written sales copy? Have you successfully sold your own information products? These are all specialized skills that add to your overall value as a freelancer.

Think about the type of writing or freelance services that you excel at. What are you most interested in? What do you believe are your strengths? What do you feel you bring to the table? What can you offer clients that other writers or freelancers can't or are unwilling to?

Your USP comes into play again, when creating your marketplace profile. You need to shine, to stand out and to clearly demonstrate how you are different and how clients will benefit by working with you.

When you have secured a handful of projects, you need to start conditioning your clients to not only hire you again, but to spread the word about your services.

Word of mouth is a very powerful tool in helping you reach out to new clients and maximize your business's exposure.

You can provide incentive for clients to recommend you to other businesses by providing them with a private discount on their own projects for each new client they refer to you.

The more closely you work with each client, ensuring that they are 100% satisfied with your work, the easier it will be to motivate them to spread the word that you are a reputable freelancer who can get the job done.

Try to over deliver with every project you complete. While it's difficult to find the time it takes to do anything above the call of duty, every little thing you do for your client will be recognized and valued.

Determine your price structure based on what you feel is fair when dissected on an hourly basis. That's the easiest way to initially develop a price point that you are comfortable with.

As you gain more experience, and based on overall demand for your services, you will want to adjust your price structure so that it reflects market demand.

You should also factor in research time. If you are hired for a project on a topic you are familiar with and don't have to research, you can price it lower than a project that requires a great deal of research.

You also want to pay attention to your price structure so that you are making is feasible for clients to hire you for more work, or to purchase "bulk services".

For example, you could charge \$15 for article orders of 10 or less, while offering slight discounts, such as \$12 per article for orders of 10-20 articles and so on.

Freelance Writer Action Plan

Join as many freelance sites as possible to give yourself access to the largest number of potential clients. The first step upon registering is to create a profile.

Creating a profile is how you advertise yourself on freelance sites. Include your skills and qualifications and past experience as a writer. If allowed include a link to your website. Include a picture it's a fact that freelancers who upload a picture onto their profile get more projects than those without.

One of the easiest ways to start making money based on performance-based revenue is with About.com.

About has been online for over a decade and offers writers with the opportunity to submit quality content, including reviews and step by step guides where you will be paid a stipend based on overall performance.

There is an added benefit to becoming an active writer within the About.com community, and that is in building credibility and authority within your niche market.

About is known for its high quality, informative information, and with millions of new visitors every month, your content will gain mass exposure, as will your featured About.com profile.

In order to start making money with About.com, you'll need to submit an application. You can sign up at <http://beaguide.about.com/>

Associated Content

<http://www.AssociatedContent.com>

Associated Content (known as AC) is an incredibly popular information network that offers freelance writers the opportunity to get paid for every article submitted into their database.

You are given flexible options in terms of content rights as well, being able to choose between exclusive and non-exclusive. You can apply to become an AC contributor at <http://publish.associatedcontent.com/signup.shtml>

Associated Contents pay structure differs depending on your location. If you reside within the United States, you can receive your payment upfront, whereas if you are located in other countries, you will be paid on a performance basis. (\$1.50 per 1000 views or more)

Article Sale

<http://www.ArticleSale.com>

Article Sale, established in 2008, accepts both international freelance writers and local writers. You can submit your article content, establishing a set price for each order.

There are no listing fees associated with your featured content, making it an incredibly lucrative option for new freelance writers looking to establish a client base. Article Sale also handles delivering your content to the buyer.

Constant Content *favorite resource*

<http://www.Constant-Content.com>

Constant Content puts you in full control of your earnings by allowing you to set your own price structure on all submitted content.

Your articles will be featured within their marketplace, where you can choose from three different levels of rights (which entitles your clients to either personal use, extended use & distribution etc).

You can sign up at <http://www.constant-content.com/?aref=38820>

You can also make money by browsing through the "Requested Content" category that contains projects requested by client members. If you see a project that you'd like to complete, you will be able to contact the customer directly or simply upload the document for payment!

Note: You will need one accepted article prior to being able to communicate with clients or accept requested project work.

eHow

<http://www.eHow.com>

eHow is an established company that provides high quality tutorials and guides on a variety of subject matter. As a writer, you will earn on a performance basis, meaning that the greater exposure your tutorial or guide receives, the more money you will make.

You can apply to become a writer at <http://www.forms.ehow.com/register.aspx>

Payment is issued for every 1,000 views, however application is currently limited to American citizens only. The great part about eHow is that as a writer, you will

retain rights to your content, while granting eHow non-exclusive rights to publish your material, paying you based on the number of overall views.

eHow is a fantastic way to boost credibility and help you gain a presence as an established and qualified writer.

Suggestion: Add your eHow profile into your personal portfolio "About Me" page!

Digital Journal

<http://www.DigitalJournal.com>

Digital Journal, established since 2006, is constantly on the lookout for quality writers who can cover original news stories, as well as a variety of other content types and formats. You are paid based on a performance revenue sharing system.

Digital Journal hires across the globe, and you can apply to become a writer at <http://www.DigitalJournal.com/user/signup.php>

Here is a listing of additional networks and companies willing to pay you for quality and original writing:

Gather: <http://www.Gather.com>

Examiner : <http://www.Examiner.com>

Ground Report: <http://www.GroundReport.com>

Helium: <http://www.Helium.com>

My Lot: <http://www.mylot.com>

Oboulo: <http://en.oboulo.com>

Rate it All: <http://www.RateItAll.com>

Shoovng - <http://www.Shoovng.com>

Triond: <http://www.Triond.com>

Xomba: <http://www.Xomba.com>

Make Money As A Self Published Author

Indie (self) publishing is an incredibly exciting industry to be a part of, especially with the success of countless new Authors who have made their books available in eBook format.

No longer must you go through the exhausting steps involved in traditional publishing. Instead, you can become a self-published success setting your own book prices and claiming up to a 80% royalty cut!

Here is a bit of inspiration for new Indie publishers:

- ✓ Amanda Hocking: Sold over 100,000 copies of her Kindle eBooks
- ✓ Nathan Lowell: Sold over 2,500 copies of his Kindle eBooks
- ✓ Ellen Fisher: Sold over 5,000 copies of her Kindle eBooks
- ✓ J.A Konrath: Sold over 10,000 copies of his Kindle eBooks

There are many different places in which you should submit your book or story for publication. The first step is to create a Kindle Publisher account at:

<https://kdp.amazon.com>

From there, you will be able to submit your publication into Amazon Kindle absolutely free!

Your book will go through 2 different stages during the publication process, including:

1: Review Phase

Your book will be reviewed by Amazon reviewers, and you can expect your book

to be in Review for approx 24-48 hours.

2: Publishing

Your book will actually appear on Amazon Kindle before you see the update within your Kindle publishing account, however during the "Publishing" phase, you will be unable to edit or change your book.

When it's finished Publishing, you will then be given the option to make changes, including your books price or description.

Note that if you change the title or book cover of your submission, it is considered a new book and will go back through the Review phase, before being re-published. Smaller changes, including pricing or descriptions will not require additional approval.

You may also find that your book has been "Blocked" from publication and if this happens, you will no longer be able to do anything with that submission, including re-submitting it for approval. Instead, read the notes that are attached to your submission to determine why it was turned down and make any necessary changes. Then, re-submit your book as a new publication.

Many times a book is blocked by a reviewer that will later be approved by another, so don't get discouraged! Many of us Indie publishers experience the occasional block. Just re-submit your story, following all of Amazon Kindle guidelines.

Apart from submitting your book to Amazon Kindle, you should also sign up for a free account with Smash Words at <http://www.SmashWords.com> and <http://pubit.barnesandnoble.com>

SmashWords will publish your book on their website, as well as through Barnes & Noble, Nook, Apple's iPad Bookstore, Sony, Kobo (and Borders) and even Word-Player!

With Smash Words, your book will be instantly approved and when you make changes, it will be available instantly, with no additional review or approval process. You can also create an Author Profile that includes a short biography, your photo and a link to your website or blog.

Smash Words is an exceptionally valuable resource to Indie Authors as they will get your book into some of the hottest book and content sites online! Plus, as a member of Smash Words you'll be given access to free viral marketing tools and a free copy of the SmashWords guide to Marketing Your Book!

PubIt will only allow you sell on the Barnes & Noble website, but you'll get a higher commission than through Smashwords. Smashwords will let you publish on Barnes & Noble, as well as the Apple iBookstore, Sony Reader Store, Kobo, and the Diesel eBook Store.

Many writers prefer to publish to Barnes & Noble with PubIt for the higher royalties, and use Smashwords to publish only to the other networks, while others prefer to keep everything in one location.

You may want to get some formatting help if you publish to Smashwords or PubIt, because they require specific formats. Some people have trouble converting their books into these formats. Kindle uses HTML, so most people can handle formatting their books for it, but other stores require different formats.

Fortunately, these sites have step-by-step instructions that tell you exactly what

you need to do to format your book for their devices. Some people find them complex or difficult, but if you are patient, it's really not hard. Just follow the instructions and you'll have your book ready for a variety of devices in no time.

Smashwords even has a free guide available:

<http://www.smashwords.com/books/view/52>

Creating An Attractive Cover:

Your book cover can make or break the success of your publication, so take your time when selecting an image and cover layout.

One of the easiest ways of creating your book cover is by choosing a medium-size image from online stock photo sites including:

<http://www.DepositPhotos.com>

<http://www.BigStockPhotos.com>

Both of these stock image sites allow for images to be used on book covers that are distributed. When choosing your image, consider purchasing a larger size than needed, so that you can crop the image to allow room for your Author Name and book title without losing quality.

I personally choose the "Small" image size from Deposit Photos which costs only 1 credit (equal to \$1.00).

Your book cover should be 600px x 900px in size. I use Adobe Photoshop to design my covers, but you can use any image editing program to get the job done. Then, save the book cover both as a .PSD and as a .JPG.

Publishing on CreateSpace

Sites like Lulu.com and CreateSpace.com make it so easy to publish your book that almost anyone can do it without any prior experience. CreateSpace.com provides easy to use templates that make it easy to create a cover for your book, and put a book together in almost any size.

It can be tricky to format a book for sites like CreateSpace.com. They have very specific requirements for the formatting, and if you don't follow their suggestions, they'll deny your book and you'll have to try again.

For this reason, many people hire professionals to format their books. CreateSpaces offers formatting services for a fee, or you can hire someone from a place like eLance.com.

If you want your book to appear in bookstores, libraries, and other locations, you'll want to get CreateSpace's Expanded Distribution package. You will have to pay \$39 for this, but your book will be available for bookstores and other retailers to buy. That doesn't mean they will buy them, but they will be able to.

Some people feel it's worth it, and others do not. If your book becomes popular and proves it can sell well, it is definitely worth the cost. Not only will you have the potential to get picked up by retail locations and libraries, but you'll get a hefty discount off the purchase of your own books. So you'll be able to buy your own books and distribute them through your own channels.

You can upgrade to the EDC (Expanded Distribution Channel) at any time, so you don't have to do this as soon as you release your book. You can easily upgrade once you have the funds available, or once your book has proven to be

a hit.

Many people prefer to publish digital e-Books instead of paperback books. Some say it's easier to format an e-Book than a paperback, and it can be faster to get a book published.

Don't forget the single most important element of self-publishing – marketing. Most people put their books up and expect people to find them, but that won't get you sales. People aren't going to find your book among millions if you don't do some promotion.

Here are some things you can do to promote your books:

- 1) Join and post in reader forums, such as Amazon's discussions.
- 2) Set up a blog to promote your book.
- 3) Create a "book trailer" and submit it to YouTube and other sites.
- 4) Use Facebook and Twitter to spread the word.
- 5) Hold book giveaways to draw attention to your book.

Make Money Exploring Gig Sites

Gig sites are a fun and easy way to generate extra cash when you need it most. In fact, many freelancers are carving out a full time living just by placing offers on some of the Internet's most popular gig sites.

In case you aren't familiar with what a "gig site" is, let me provide a quick overview.

Gig sites were first introduced in 2009. They are formed on the foundation of a smaller, **simplistic freelance marketplace**, providing a community for freelancers to create a wide variety of offers for a low cost.

Gig sites usually offer "short-term" projects, or 'one off' offers, meaning that visitors to the sites pay a one-time fee and are given a single service offered by freelancers rather than ongoing services, or lengthier, time consuming projects.

One of the most common types of services found within Gig sites are video submission services, as well as social marketing services, article writing, testimonial creation and even website optimization.

There are a variety of categories and sub-categories available on the majority of gig sites and because of how they are structured, they've become increasingly popular with both new and seasoned freelancers, as well as businesses and entrepreneurs who are interested in outsourcing smaller tasks or projects for their business.

Fiverr.com is known as the original gig site. Visit >> <http://www.Fiverr.com>

Introduced in late 2009, Fiverr quickly gained popularity both among service providers, and those who wished to hire them. Fiverr makes it easy for folks to locate inexpensive services, and for those who provide them to quickly find work in one centralized location.

The site has only one price level - \$5. Users can post a gig, and people who wish to hire that user pay Fiverr directly. Users must wait 14 days before they can withdraw funds – a deterrent for many people who need money quickly. However, there is no minimum withdrawal, so once the 14-day period passes, you can withdraw your money, even if you have only sold one gig.

Because Fiverr was the original gig site, more people tend to trust it than other sites. Not only does this mean Fiverr gets more traffic than other gig sites, it also means more people actually buy there, so you get higher conversion rates from your gigs.

If you have a gig that fits within the \$5 price point, Fiverr is probably the best option. You're going to have more competition there, but you'll also have the best chance for wide exposure, because of the site's huge lead as far as traffic and conversions.

GigBux.com

After Fiverr, GigBux is the largest gig site. It gets quite a bit of traffic, though not nearly as much as Fiverr.

As of 2011, Fiverr has an Alexa rank of less than 1,000, but FiverPro.com is over 30,000.

Rather than one price point, GigBux will allow you to post gigs anywhere from \$5 to \$100. That means you can post a wider range of gigs, because you don't have to limit yourself to projects you can do for \$5.

The time for funds to clear at GigBux is only 7 days, and the minimum withdrawal limit is \$3. That means you get paid twice as quickly as you would at Fiverr, which can be a real bonus if you need money quickly.

Zeerk.com

Zeerk has traffic very similar to GigBux. They allow four price points - \$5, \$10, \$15, and \$20. This means they aren't as flexible as GigBux, but they are more so than Fiverr.

The biggest pro is instant payouts! Once you complete a gig, you can withdraw your money and get it very quickly!

Perhaps the most important component is having great feedback. Without feedback, people aren't likely to trust you to deliver what you say you'll deliver

Here are some tips for getting better feedback:

- Always send buyers a message immediately after they buy to acknowledge their purchase. Even if you are not able to get to their order immediately, this will let them know you have received their order, and you haven't run off with their money.

- If you are going to experience any delays, for any reason, always email all buyers and let them know how long the wait is anticipated to be, and when they are expected to receive what they purchased.
- Always answer emails and messages as quickly as possible. Communication keeps buyers happy, and feeling safe, and they will be more likely to leave positive feedback.
- Always over-deliver. If you promise two-day turnaround, deliver in one. If you promise to tweet a message to 5,000 followers, add a bonus of 500 more. Whatever you can do to make buyers happier will make it more likely they will leave positive feedback.
- Always deliver on time. If you can't, let people know. But do your best to deliver on time every single time.
- Offer bonuses whenever possible. The smallest things really matter, and people will remember it.
- Ask for a testimonial from every happy customer. Remember, an angry customer is more likely to leave unsolicited feedback than a happy one. Happy customers usually don't bother. So be sure to ask all of your happy buyers if they would take a moment to leave feedback, and be sure to drop a link to your gig so they can find it easily!

Make Money As A Telecommuter

Whether you are interested in data entry, clerical, transcription or even virtual assistant positions, there is an abundance of work at home opportunities and open programs, up for grabs.

And the greatest thing about working from home is that even though you are an independent contractor (and in many cases, an employee), you will still experience the benefits of being able to work from the comfort of your own home.

The flexibility that comes from being able to set your own schedules, work at your own pace and explore countless opportunities is unbeatable, not to mention, there is no commute involved, no office politics to deal with, and if you have children, you'll never have to worry about the high costs of daycare.

Work at home (known as "telecommuting") has been around for many years now, with companies opening up new telecommuting based positions every day.

Whether you are interested in working as a virtual secretary, assistant, or have an interest in customer support duties, there is no shortage of work at home opportunities. Let's take a closer look at the top work at home jobs:

Virtual Assistant

A virtual assistant is considered an independent contract whose role is to provide support to online businesses who need additional help managing specific areas of their business.

Virtual assistants (known as VA's) can perform a variety of different tasks, and may also offer "specialized" services and extended support in various networks.

As a VA, you could end up working in multiple positions, all at the same time, including:

- ✓ Sales and Marketing
- ✓ Website Updates & Maintenance
- ✓ Internet & Market Research
- ✓ Customer Support (including live calls, help desks, emails etc)
- ✓ Data Entry, Content Creation, Typing
- ✓ Bookkeeping services
- ✓ Editing, Proofreading - and much more!

One of the greatest benefits of becoming a virtual assistant is that while you are paid hourly (or per day depending on your agreement), you are still able to set your own hours and take on as many different tasks as you are comfortable with.

Virtual assistants are dedicated to helping their clients build and grow their businesses, and by offering a variety of services, you can cater to many different business types, quickly growing a client base that will help you generate a full time income from home.

When planning out your virtual assistant business, you will want to focus on developing a plan of action that includes:

Service Options

You will need to define your service plan, so that potential clients understand what you offer and how your services will help their business.

You should take time to write a detailed service summary that provides a clear

description as to what you are offering, while highlighting the benefits and advantages of hiring you.

You also want to choose a specific niche, whenever possible to that you can solidify your place as a specialized virtual assistant.

Take a realistic inventory of your skills and experiences to determine what type of services you want to offer and are capable of delivering. Brainstorm over potential 'a la carte' services, to come up with a unique selling proposition.

Note: Your reputation is extremely important and you want to be sure that you can truly provide the services you are offering to clients. Be reasonable with your goals, taking an objective view of your skills and level of proficiency.

Price Structure

As a VA, you want to price your services competitively, so that you can attract new clients quickly, by offering them affordable options as well as the ability to customize their service plans.

In order to accurately price your services based on current industry standards, you will want to spend time researching existing VA businesses.

This will help you determine what successful price structures are currently used by other VA businesses, and will also help you generate as much money as possible from your services.

Most Virtual Assistants charge from \$20 - \$100 per hour (depending on what services you are offering). It's important to understand your market so that you can base your price structure around what companies are used to paying, and

what they can afford.

For example, if you were targeting small, start up businesses, you'd want to adjust your pricing so that it could fit within their budget, whereas if you were catering to larger, established companies and businesses, your prices could increase while still securing enough clients to maintain a steady income.

You should also avoid including words like "negotiable" or "flexible" on your price list. You want potential clients to understand that your prices are firm, and are not going to change.

Marketing & Advertising

In order to secure clients, you need to spread your message across many different markets where you are currently offering relevant services. This means that you need to consider different marketing channels that will put you in touch with potential clients.

In order to successfully promote your virtual assistant business, you will want to develop a marketing plan that is both affordable and highly targeted towards your audience.

Equipment & Supplies

You want to be as prepared as possible when your Virtual Assistant career takes off, and so it's important that you evaluate whether you will require special equipment, office supplies and that you have office space set up so that you can manage many different projects for the companies that hire you.

Depending on the types of services that you intend to offer clients, you may need a variety of different tools and supplies including:

- ✓ Word Processing Software
- ✓ Telephone (with answering system)
- ✓ High Speed Internet Access
- ✓ Computer System in good working order
- ✓ Printer & Paper
- ✓ Reliable Email Provider
- ✓ Fax Machine
- ✓ Toll Free Telephone Number

Hours of Operation & Scheduling

You will need to determine whether you want to work full time or part time, as well as that specific hours of the day you are available for hire.

Do you want to choose contracts based on an hourly system, per project, retainer or many different projects?

It's important that you determine your schedule, hours of operation and service policies early on, so that your clients understand when you are available, and what to expect.

Setting Up A Legal Entity

In order to develop a professional business, you will want to decide the actual "type" of business that you are interested in creating.

You can choose between setting up a business as a LLC, Incorporation or as a sole proprietor, the easiest of all business entities.

You will also want to choose a name for your business (or do business under

your real name, without the requirement of a registered business license), and set up a business account used exclusively for your business. This will help you keep a good record of income for taxation purposes.

You should also research license requirements or permits in your area when setting up a home based business, to ensure that you are following any required guidelines. If your business exists exclusively online, you should find it easy to get started with limited requirements (if any at all).

You may also want to register your business with the State government and IRS for tax purposes, as well as considering hiring an attorney who can draft up client agreements that you can use when securing projects from clients.

Not only will this help to protect you as a business owner, but it will also show your client that you are a serious professional.

If you are looking to jumpstart your business quickly, consider participating in freelance marketplaces where businesses place ads looking for qualified Virtual Assistants. Some of the more popular freelance marketplaces, include:

<http://www.elance.com>

<http://www.Guru.com>

<http://www.Scriptlance.com>

<http://www.GetAFreelancer.com>

And you can also spread word about your new Virtual Assistant business just by networking with other VA businesses who may be in need of extra help! You should also join VA associations that offer networking opportunities.

Here are a few to help you get started:

International Association of Virtual Assistants

<http://www.IAVOA.com>

International Virtual Assistant Association

<http://www.IVAA.org>

Virtual Assistant Chamber of Commerce

<http://www.VirtualAssistantNetworking.com>

International Virtual Assistant Assoc.

<http://www.CyberStarva.com>

Virtual Assistant Resource:

<http://www.virtualassistantresource.com>

Virtual Assistant Start Ups:

<http://www.virtualassistantstartups.com>

Virtual Assistant Forums:

<http://www.virtualassistantforums.com/directory/>

Medical Transcription

Medical transcription is one of the fastest growing home based careers and one that offers high paying positions, with many opportunities requiring only an introductory level of experience.

Best of all, the medical transcription industry pays very well with transcriptionists earning up to \$200 per hour for transcribing medical projects.

Many of the documents that you'll be responsible for transcribing will include:

- ✓ Diagnostic imaging studies
- ✓ Autopsy reports
- ✓ Discharge Summaries
- ✓ Medical History
- ✓ Physical Examination Reports
- ✓ Consultation Reports
- ✓ Operative Reports
- ✓ Progress Notes
- ✓ Referral Letters

Medical transcriptionists are among the elite group of telecommuters that are recognized as being an in-demand freelance community, and are respected as seasoned professionals.

One of the most important skills needed in order to become a well-paid transcriptionist is your ability to actively communicate.

Language skills are always a major asset, and once you land a job in transcribing, you will need to be self-disciplined and able to fulfill projects consistently, on deadline and with a thorough approach to ensuring your translation is accurate.

In order to become a medical transcriptionist, you will need to have a solid understanding of medical terminology, which often requires certification or at the very least a home study course that will help you fully understand references and common language used within the medical industry.

Apart from understanding basic medical terminology, if you plan on becoming a specialized transcriptionist, you may also need to learn anatomy, physiology, treatment assessments, and be able to translate medical short-form and abbreviations into their expanded definitions and meanings.

Here are some of the things every medical transcriptionist needs to know (and is trained to understand via a MT course):

- ✓ Knowledge of disease processes
- ✓ Knowledge of anatomy and physiology
- ✓ Basic understanding of medical terminology and punctuation used
- ✓ Above average typing skills
- ✓ Ability to work independently, taking direction.
- ✓ Knowledge of medical writing style, and overall grammar.
- ✓ Ability to work with audio recordings, voice manipulations and translation.

Taking a medical transcription course is not always required, but in order to secure the best jobs possible, most physicians and medical facilities prefer to hire experienced transcriptionists who have proven that they are capable of

accurately transcribing reports from either direct experience or a completed training program.

Formal accreditation is NOT required however; in order to establish yourself within the market, and to secure a client list, you should consider taking a simple course, either at a local training center or through a home study program.

There is no shortage of MT courses available both on and offline. Your local community college most likely offers training in this field and can be a convenient way to obtain the training necessary if you feel you need personal help or coaching.

Here is a listing of some of the most recognized online courses in medical transcription:

Virtual Learning Center

<http://www.thevlc.com/>

Not only does the VLC offer advanced training for new MT professionals, but they also offer access into a massive job database that is constantly updated with new positions and opportunities.

VLC strives to offer as much help in making the transition from a student to a full time MT professional by offering advanced coaching, and hands-on training that involves transcribing for online companies, providing you with work experience prior to entering the job market. You can also choose to take the free online course offered by the VLC available at:

<http://transcription.thevlc.com/introduction/>

Future MT

<http://www.FutureMT.com>

Future MT provides full training for new transcriptionists, with fast-track training and bite-size courses for those interested in jump-starting their MT careers quickly.

Future MT offers self-pace courses so you can go as fast or as slow as your time permits. The course also provides you with the actual equipment that you need, including a foot pedal combination, including authentic physician dictation, coordinated readings and exercises to fully prepare you for the job market.

MTAtHome

<http://www.mtathome.com/training.html>

MT At Home offers an all-inclusive online training course that provides you with the insider knowledge you need to gain the competitive advantage when entering the MT job market.

All material is included such as a MT Terminology textbook, Authentic Doctor Dictation in Digital CD Format, and even a digital transcriber and foot pedal.

To help you get started, here is a list of medical transcription job services and databases:

<http://www.MTJobs.com> (the Internet's largest and oldest job database for MT workers)

<http://www.Monster.com>

<http://www.CareerCentral.com>

One of the easiest ways to land projects is by signing up to medical transcription community forums, and job boards where you will be able to communicate with other MT professionals, as well as keep a pulse on upcoming job offers and opportunities.

You will also want to create a resume that showcases your skillsets, experiences and abilities and upload it to the Internet so that's accessible to potential clients who may want to evaluate your overall potential.

Here are the top forums and job boards for medical transcription job offers:

<http://www.MTGab.com>

<http://www.MTetc.net>

<http://www.MTBot.com>

<http://www.MTStars.com>

<http://www.MTherald.com>

Job Directories & Databases:

<http://www.medicalworkers.com>

<http://www.MTJobs.com>

<http://www.Homeworkers.org>

<http://www.MTAtHome.com>

Categorized Job Searches:

<http://www.monster.com>

<http://www.CareerBuilder.com>

<http://www.Guru.com>

<http://www.eLance.com>

Other Money Making Opportunities

Complete Paid Surveys

Blarry House Research

Website: <http://www.Blarry.com>

Blarry.com is the website for Blarry House Research, located in San Francisco. This company is an online survey company that conducts its research through focus groups, rather than questionnaires. Payment for participation in a focus group ranges from \$40 to \$150.

American Consumer Opinion

Website: <http://www.acop.com>

An online survey company that offers participants a chance to win a cash drawing for completing quick, fun surveys and actual cash (between \$4 to \$50) for completing more extensive, in depth surveys that they refer to as "focus groups."

Click IQ

Website: <http://www.ClickIQ.com>

An online paid survey company that offers points for completing each survey. The points are called "Visor points" and you earn a certain number of points (usually around 50) for completing each survey.

You need to accumulate 2,500 points in order to "cash out." Each 100 points is worth \$1, so on the average, you will make about \$1 (sometimes up to \$1.50) for each survey you complete.

CashCrate

Website: <http://www.CashCrate.com>

The pay for each survey is minimal. Most of them pay 50 cents to one dollar. But each survey only takes about 5 minutes to complete and as I was doing nothing at the time, I embarked on several surveys. Within one hour, I made \$12.

Panda Research

Website: <http://www.PandaResearch.com>

The thing I like about Pandaresearch.com is that it's easy. The surveys generally only last about 10 minutes and pay anywhere from \$3 to \$10.

Qsamples

Website: <http://www.Qsamples.com>

A more sophisticated online survey company is qsample.com. This site pays anywhere from \$1 to \$15 for each survey completed and, best of all, deposit's the money into your paypal account.

Send Earnings

Website: <http://www.SendEarnings.com>

Sendearnings.com is an excellent way to may a few dollars while sitting home doing nothing. Just for signing up to this online survey company, I received a \$5 bonus. I then began participating in a few surveys that paid \$1 each.

Survey Savvy

Website: <http://www.SurveySavvy.com>

A online paid survey company owned by Luth Research, LLC, an international market research firm that's been around for 30 years. Surveysavvy is free to join and participants earn cash for each survey completed.

The cash incentive for each survey completed begins at \$3 and generally tops off at \$25, depending upon the time spent answering the questions.

Vindale Research

Website: <http://vindale.com>

Surveys are easy, but some of them require you to test different products. A survey to "test" a different online carrier pays \$75.

Zoom Panel

Website: <http://www.zoompanel.com>

One of the exciting things about zoompanel.com is the opportunity to view different products and/or concepts before they are available to the general public.

Here is a list of additional Paid Survey sites that you may wish to join for some quick cash (just make sure to read over the terms so you're aware of when to expect payment).

www.opinionoutpost.com

www.survey327.com

www.discoverwhy.com

www.beginsurvey.com

www.acop.com

www.blarry.com

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www.discoverwhy.com

www.beginsurvey.com

Complete Free Offers For Quick Cash

By completing offers, you can generate a bit of cash quickly and easily. These websites are absolutely free to join, and typically offer prompt payment by Paypal, although a few of them feature check payment options as well.

Force Bucks

<http://www.ForceBucks.com/network>

Forcebucks offers a wide variety of opportunities to participate in, and regardless of your skills, experiences or locations, they are likely to have something open and available to you.

Prize Book

<http://www.PrizeBook.com>

This company pays you via Paypal, which if you are in the US and have a Paypal debit card, means that you will have the funds available to you relatively quickly. For the rest of the world, you can withdraw the funds to your bank directly from Paypal and can expect to receive it within 2-5 business days.

Zero Price Tags

<http://zeropricetags.com>

ZeroPriceTags is a free "Get Paid Program", in other words you get paid to complete surveys and participate in free offers. It is one of the best ways to get

started in online business, and a very easy way to earn cash online.

After I joined, I quickly completed a couple of free offers and generated over \$90 within my first two hours as a Zero Price Tag member. Highly Recommended.

Rocket Bills

<http://www.RocketBills.com>

This company offers instant prizes like Xbox gaming consoles, ipods, Wiis and gift certificates, but also offers monetary rewards for completing simple offers.

One of the greatest resources online for finding alternative offers and opportunities for quick cash, is available at <http://www.FreeLunchRoom.com> a forum dedicated to reviewing and providing detailed information on various online opportunities.

Get Paid For Reviews

Writers can easily boost their income by writing quality reviews for online companies and directories. Reviews need to be unique, detailed and provide a reader with important information regarding the product, service or company being featured.

One of the best places to secure review-based projects, paying a minimum of \$350 per review, is found at <http://www.ConsumerSearch.com>

Consumer Search publishes a wide variety of unbiased reviews focusing on hundreds of different products. In order to become a review writer, you will need to submit an application for review.

You can sign up at: <http://www.ConsumerSearch.com/sample-report>

Every review that you submit will be manually approved by a Consumer Search editor, however once you are approved, you will find it incredibly lucrative to spend a few hours writing detailed reviews. Pay rates are very high based on traditional industry standards.

Get Paid For Hubs

There is a very easy way to increase your income with simple articles and that's through Hub Pages, available at <http://www.HubPages.com>

With Hub Pages, you are contributing to their social network by submitting fresh, original content in the form of articles, tutorials and guides.

As a member of HubPages, you will create what are called "hubs", where you are paid a portion of all revenue earned from featured AdSense advertising blocks, Ebay ads and Amazon product offers.

- AdSense Earnings: 60%
- Ebay Earnings: 100%
- Amazon Earnings: 100%

You can create as many hubs as you wish, as well as search through recent requests to create hubs around existing demand and open questions.

HubPages is free to join and requires no formal approval or application process.

Tip: You can also join Squidoo at <http://www.Squidoo.com> and earn money

through a similar revenue-sharing platform where you are paid based on earnings from advertising, Amazon and Ebay.

Get Paid For Essays

If you are an experienced essay writer, you can earn quick cash by joining Jungle Page, at <http://www.JunglePage.com>

With Jungle Page, you are hired to write requested essays, with some writers earning as much as \$1,200 per week submitting quality essays.

Once your essay has been accepted however, Jungle Page will own full rights to your content.

Suite 101

Suite101 has been around for over a decade and is a leader in providing quality information across more than 400 categories and topics. As a Suite101 contributor, you will earn through their revenue sharing model (Adsense advertisements featured within your content).

Suite 101 has over 25 millions readers, so it's a great place to jump-start your writing career and gain exposure for your service offers. You will be able to include a biography that is attached to each of your articles, providing you with even greater exposure from within their community.

You will need to be accepted into their program once your application has been submitted.

Apply: http://www.suite101.com/freelance_writing_jobs

Quick & Easy Cash With Text Broker

Text Broker, available at <http://www.TextBroker.com> offers payment based on assignment, ranging from \$.10-\$.70 per word. You will need to go through a simple application process prior to being accepted, where you will receive a rating score (1-5 stars), based on the quality of your work.

You can also maximize your income by accepting direct work from Text Broker clients, who are looking for coverage on specific topics.

Become A Paid Blogger

There are literally hundreds of companies that will pay you to either blog directly on their website, or submit blog based posts to them for manual submission.

Blogging can be an enjoyable experience, and a lucrative opportunity for both new and seasoned writers.

Here are the top paying companies offering blog based projects and tasks:

B5Media:

<http://www.b5media.com>

You will be paid based on accepted projects (pay varies, depending on topics and length). B5 Media is an established company and becoming a long-term writer with their organization will lend credibility and help you develop a presence within the freelance community.

You can apply to become part of their organization at

<http://www.jobs.problogger.net>

Blogitive

<http://www.Blogitive.com>

With Blogitive, you are paid per post, with your content being used by Blogitive but without remitting full or exclusive rights to your content. You can choose from a wide variety of open projects, and payment is disbursed quickly on a weekly basis.

BlogVertise

<http://www.BlogVertise.com>

Blogvertise works very different from Pay Per Post and Review Me in terms of how opportunities are offered and completed. With Blogvertise, their system matches bloggers to available offers, based on the type of content and ranking.

Pay Per Post

<http://www.PayPerPost.com>

Within this marketplace, companies can connect to bloggers and offer payment for specific blogging tasks, such as blogging about their products, their services or new product launches.

Review Me

<http://www.ReviewMe.com>

The Review Me program works differently than the Pay Per Post one in terms of advertisers and webmasters choosing to contact bloggers directly, rather than you browsing through a marketplace of offers.

