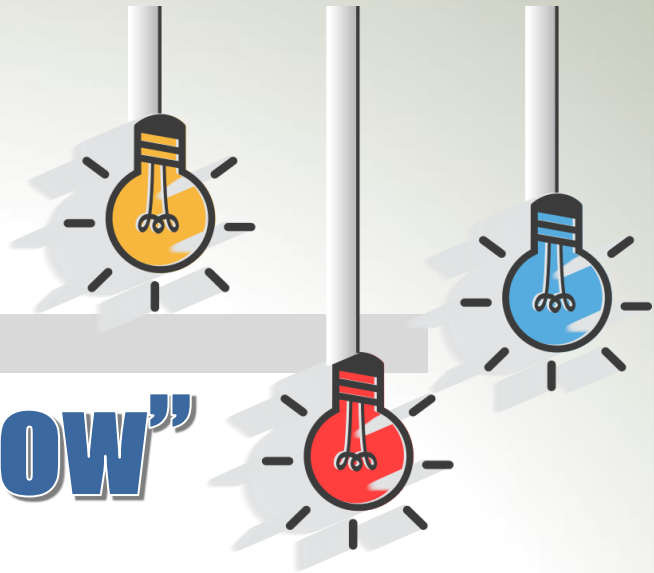


Tips, Tricks & Secrets “Full Show”



INTERVIEW DATA

Host's Name	Sharon Williams
Podcast Name	Chat with a VA Industry Leader
Expert's Name	Kim Gray
Target Audience (SINGULAR)	Virtual Assistants
Target Audience (PLURAL)	Aspiring Virtual Assistants, Novice Virtual Assistants, Professional Virtual Assistants, Virtual Assistant Trainers, Virtual Assistant Coaches, Veteran Virtual Assistants, etc.
Keyword Theme of the interview	Inspiring VA Experts
Topic of the Interview	Share Tips, Tricks, Secrets and Insights about developing, marketing, growing and sustaining a virtual assistant business.
Payoff of the Interview (For Target Audience)	Increase your knowledge, skills, abilities and expertise in running a successful virtual assistant business.
Call To Action of the Interview	Online International Virtual Assistants Convention at OIVAC.com for convention updates.



URL: www.The24HourSecretary.com
EMAIL: info@The24HourSecretary.com
PHONE: (888) 254-7636
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Introduction

Hi everyone and welcome to the **Chat with a VA Industry Leader**.

Today's interview is sponsored by **Online International Virtual Assistants Convention at OIVAC.com** and **The 24 Hour Secretary.com**. We'll discuss **ways to increase a VA's knowledge, skills, abilities and expertise in running a successful business**. and other important topics from **inspiring VA experts**. Check out **Online International Virtual Assistants Convention at OIVAC.com** for convention updates.

The title of today's interview is: **"Inspiring VA Experts Tips, Tricks & Secrets: Kim Gray** reveals how every Virtual Assistant can increase their knowledge, skills, abilities and expertise In running a successful Virtual Assistant business."

My name is **Sharon Williams** and today I'm talking with **inspiring VA Expert Kim Gray** about the tips, tricks and secrets every **Virtual Assistant** needs to shortcut their way to success and get great results faster.

Today, let's welcome **Kim Gray!**

Kim is a well-known VA expert and has graciously consented to this interview to share with us all the cool tips that can really accelerate your results and help you **increase your knowledge, skills, abilities and expertise in running a successful virtual assistant business..**

Kim, thank you again for joining us on this live interview.

Let's just jump right in.

Questions

My first set of questions is about your background and experience so that the **Virtual Assistants** in our audience can understand who you are, where you're coming from, and how you can relate to where they are right now.

Then we'll jump into the cool stuff about **being a VA**, so our audience can get the real inside scoop.

1. Could you tell us a little about yourself in terms of background, education and experience?
 - When did you get started as a VA or (**your title**)?
 - What is your specialty or niche?
 - When did you get started?
 - What made you decide to begin down this path?
 - Have you had any formal training or education or has it all been self-taught?
 - What kinds of things have you done / experiences have you had that are relevant to our audience?
 - Were you an overnight success, or did you have to work for it?
 - Accomplishments
 - Obstacles Overcome
 - What's Next for Your Business
 - Tell Us Something Personal that We Didn't Already Know

Well, it's obvious you're the right expert for us.

Let's get started.

2. What is a TIP you WISH someone had shared with you when you were first starting out?
 - Why is this tip so valuable?
 - What's the best way for Virtual Assistants to put this tip into action?

- Are there any tools, websites or apps that make this first tip easier?
 - If someone gets stuck in this area, how can they get “unstuck”?
3. What is a cool TRICK you’ve figured out or discovered that would really help VAs in our audience with **developing, marketing, growing or sustaining a virtual assistant business. (expert can choose one or areas to talk about)**?
 - What’s the best way for them to implement this trick?
 - Are there any tools, websites or apps that makes this trick easier to put into action?
 - If someone gets stuck on this, how can they get “unstuck”?
 4. What is a SECRET every **Virtual Assistant** needs to know when it comes to **developing their VA business**?
 - What makes this such an important secret?
 - Why is this a secret and why don’t more people know about it?
 - Are there any tools, websites or apps that makes this secret easier or faster?
 5. Where are the big challenges facing VAs right now?
 6. Where are the big opportunities that many **VAs** might be missing?
 7. What tools or resources would you recommend VAs use and why? (**Provide urls, if available, for me to include in the transcript**)
 8. What are some tools or resources you think have become or are becoming obsolete? What is on the way out?
 9. Any tips for time management when it comes to **running a VA business**?
 10. Do you think it’s easier or harder for a new **Virtual Assistant** starting out today than it was for you when you got started?
 - a. Why or why not?
 11. How are you contributing/helping VAs? And/or the VA industry?
 12. Is there one particular story, case study, or example you’d like to share that really sums up what we’ve been talking about here?
 13. Are there any other juicy tips, tricks & secrets we need to let our **VAs** know about?
 14. Is there anything I haven’t asked you that you’d like to share with our audience?