

LESSON 1

Write down why you want to be a Virtual Assistant. Post it where you can see it often. It'll help you when you wonder why you decided to take this journey.

Tip

Say these words aloud often: "I can do this. I can make a success of a career as a Virtual Assistant."

List your top THREE reasons for starting a career as a Virtual Assistant.

1	
2	
3	

Write a couple/few sentences to describe the excitement you currently feel at the prospect of starting this journey.

What are your hopes and dreams for this new career?

What convinces you that you can make this work?

Use the space below to begin a mini vision board to help you see a clearer picture of what you want from your business. (Need a sample list to get you started? See pages 5 and 6 of *Noted!* for a few ideas.)



Visit the Resources page of AskChela.com to download a free S.M.A.R.T (Specific, Measurable, Achievable, Realistic, and Time-Bound) Goals worksheet.