



# Be Virtual Assistant Wise

*Knowledge + Partnership = Success*

## “5WHOW” WORKSHEET

Who wants the service	Who am I
What do they expect me to do	What can I do
Why do they need these services	Why am I the best Candidate
What special skills do they want	What special skills do I have



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<b>What equipment do I need</b>	<b>What Equipment do I have</b>
<b>When do they expect me to do it</b>	<b>When can I start</b>
<b>Where is the client situated</b>	<b>Where am I situated</b>
<b>How much am I going to charge / How will I charge</b>	<b>How much time and effort is involved</b>