



The **Outsource** Report

Hire World Class Employees
For Less Than Minimum Wage

Michael Baptiste



The OUTSOURCE REPORT

By: Michael Baptiste

The Digital CEO™





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I encourage you to print out this book for easy reading and note taking.



Special thanks to: John Mignano, Michele Miller, Eric Louvierre, Marc Goldman, Kenneth Jordan, all of my virtual staff, my mom, and the creator of the universe for not giving up on me and seeing more in me than I saw in myself. Thank you all!



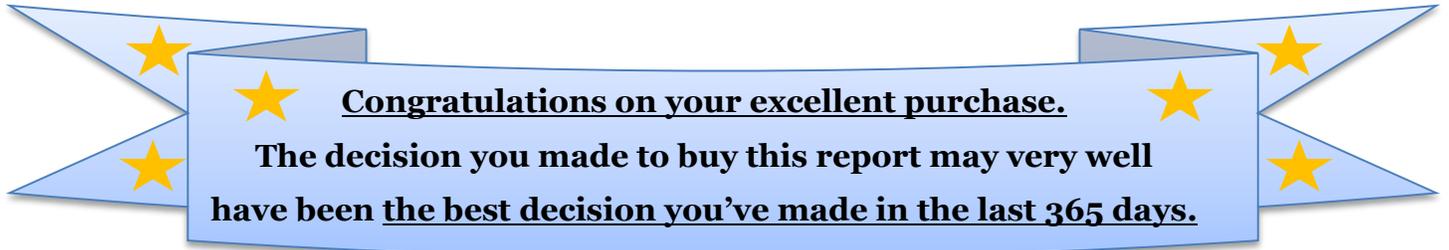
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Introduction

Dear Digital CEO,



I don't say that to hype this report up.

You see, once I discovered what you are about to discover – my life changed forever.

And as you dive deeper you will literally see everything completely different about outsourcing and buying more quality time into your business, and into your life.

This Report is about the science of outsourcing, or getting others to do those tasks that you may not want to do, may not have the skill to do, or may not have the time to do.

I consider outsourcing an absolute mandatory requirement to succeed online and live the life you want to live.

Ultimately you are only one person with a fixed number of hours available to you each day and I believe you should be spending that time doing things that maximize the use of your skills and experience.

Not to mention I'll have something very special for you at the end of this report.

You see, this is all about being your own **Digital CEO** baby, and the BEST way to do it, in my opinion – is by Outsourcing your work to someone else – which is what this is all about.

So without any more pre-hype – let's get started.



Chapter 1: Why Outsource?

There are many reasons as to why you need to get started outsourcing your business, but I'll only cover the most important topic.

You need to outsource so you don't have to spend your time doing all the technical things for your business.

I see a lot of big time marketers and people sitting around and building websites, and making designs, and doing all the SEO themselves.

What they fail to realize is that their time is so valuable and precious.



You can consider them to be throwing away thousands of dollars they could be making.

Trying to build a business without the help of outsourcers is like cutting your grass with scissors.

Yes it will get done, at some point in time – but how much of that time will you ever get back?

See your business in the same light.

No matter what business model you are currently using, it's important that you have someone else doing all the technical things and covering your weak spots.

Success was never accomplished alone, and you can accomplish success much faster with outsourcers on your team.



Now if you sleep for 6 – 8 hours per night then you only have a total of about 18 – 16 hours per day remaining to get things done in your business during your 24 hour day.

Now if, as you read this, you have a full time job to which 8 hours must be dedicated, you have to drive to and from work, which may take 2 hours alone – then you are already out of 10 hours.

Meaning that already 16 – 18 hours of your day is gone to sleep, commuting to work, and your job.

How much time does that leave you to focus on your business each day? We can estimate that now you're left with only 6 – 8 hours remaining.

And if you have children, then you have to spend at least an hour and some change with them.

You'll have to dedicate some time to your wife/husband as well.

What about your trip to the gym, another hour? How about eating and preparing dinner after work?

Another hour gone.

And if you plop down in front of the TELL-LIE-VISION then that's presumably another hour gone.

So if we were to factor all of those things in, then you'd reasonably be left with 1 – 4 hours per night to work on your business.

That's not enough time to see any real progress no matter how skilled or talented you may be.

Now let's look at how this formula will be the tipping point in your favor with the help of an experienced virtual assistant or outsourcer.

You'd wake up, go to work, and do your daily routine.



But with a virtual assistant in your arsenal – while you're at work building someone else's business, your virtual assistant is hard at work building your business.

So by the time you make it home, you'll have a full 8 hours already put into your business efforts.

When you do get online to build your business, you'll see that your virtual employee has taken you 10 steps ahead of where you would have originally been alone and by yourself.

**This is your secret business building weapon
when applied to your current business model!**

You see having just one virtual employee working full time for you can give you an extra 8 hours per day back into your life.

That then translates to an extra 40 hours per week, which is equivalent to an extra 160 hours per month.

And if you do the math that is an extra 1,920 hours per year that you can get back into your life for only a couple hundred bucks per month!

BOOM!

The formula for freedom lies in you having your time disconnected from your cash flow.

I hope that this excites you, because this is truly the way out.

And if you hire two of them then you'll get an extra 16 hours per day, 80 hours per week, 320 hour per month, and 3,840 hours per year.

With two virtual assistants in your employ you'd be able to get anything done – and create a full time income from the internet in a matter of weeks.

It's possible and this is the reality you can experience when building your team of virtual assistants.



For now understand that you don't need to focus on building your business entirely yourself.

There are experienced professionals out there who can handle all of this for you, and get it done very efficiently and effectively.

Most people who get into internet marketing do so with the intention of making money and walking away from their full time job.

So they invest in some product or gizmo, and spend about 5 – 10 hours going through training only to learn they need a website and hosting.

Well now they then go and buy more training on how to build a wordpress site and that eventually takes them about 80 hours in total to complete.

Once they get that completed, then they move on to the next phase which is creating a product and designing a banner, and building a squeeze page.

They want to do it all themselves, and enjoy the feeling of vanity saying they “Did it all themselves”.

And so they find themselves buying the next tool, and going through the next batch of training material, wasting hours and hours of time . . .

Only to find themselves, after a couple of weeks, burnt out, quitting, and left with a bad taste in their mouths.

You may recognize this vicious cycle yourself. Many people jump into this industry with the assumption that there is no work involved.

When in reality there is work involved.

This is a business, and with any business you have to work it in order to succeed and get results.

Now let's assume that you make \$50K per year in your full time job.



If we were to divide that \$50,000 into weeks – that would equate to about \$962 per week.

Broken down into hours would be just about \$24 per hour.

Meaning that your time is worth \$24 per hour.

If you are stuck trying to build a website and can't figure it out – only to turn and find that you've wasted 80 hours.

Then $80 \text{ hours} * \$24 \text{ per hour} = \$1,920$.

Then that means you just burned through \$1,920 of your hard earned money.

Money in the trash . . .

Not to mention all of that time which you'll never get back.

I truly hope that this introduction really puts things into perspective for you.

So now that you have a better understanding of why you should hire a virtual assistant, let's get more into what's going on inside the minds of your potential Asian offshore workers.





Chapter 2 – Inside The Mind Of Offshore

Asian Workers

Now I would like to point out, from my experience, the reasons why I've come to learn that Asian Workers like working from home and they like working for American or foreign bosses for a few reasons.

1. They can work comfortably from home and be with their family as soon as work is done
2. They save money on gas, and time commuting back and forth from work
3. The people around them have more respect for them because they have a boss who they work for from America
4. They enjoy making more money using their skill sets
5. They like to have the freedom to work without heavy pressure because their boss is online and in another country rather than breathing down their neck
6. They feel more confident in the money that will be sent because they believe that Americans companies have more money to spend and pay them

So based on my experience, those are the top 6 reasons why Asian workers love working from home, and for American bosses.

The Asian Employee Mindset And YOU

As we progress I want to cover a very important topic about what's going on in the actual mind of your Filipino potential employee.

While you read along, I want you to envision yourself in the shoes of a Filipino virtual assistant.

They are thinking about a long term job which they can work comfortably from home for the next couple of years.

They are interested in finding a job which they can apply their skills and grow.



They want to be making enough money to provide for their family because they have a very tight knit family culture in the Philippines and other Asian countries.

So they are focused on “what can this job provide for my family?”

When talking to them always find out about their family, you’ll quickly see how much they value their family.

As you make your offer and negotiations for salary, keep their family in mind and you’ll be far more effective at understanding their perspective and needs.

I normally will negotiate a week trial, and if they complete the week trial – then they receive a regular monthly salary in addition to a \$20 per month family account.

This is money dedicated solely to their family so they can save for college, use for groceries, buy extra diapers, or whatever they need for their family.

It’s a great incentive to get people to take on a trial work basis, and a great way to get them motivated to do a good job because they know they will get an extra account just for their family.

In the Philippines the currency conversion works in your favor if you are using American dollars to pay them.

As of August 2014 while I write this every \$1 USD is equal to 43 PHP (Philippine Pesos).

So paying someone \$250 USD per month is equal to 10,750 PHP per month.

Did you know that even some of the best jobs in the Philippines, such as an airplane pilot, will only get paid around \$500 per month?

The average salary in the Philippines is about \$300 which a person can comfortably live on.





Most Filipinos are not interested in breaking your bank and making \$10,000 per month.

Their interests lie in being able to maintain a roof over their head, pay their bills, keep food on the table and in the fridge, and spend time with family.

I've come to learn that the Filipino culture is not as glitzy and glamorous as the Western culture of the world.

Asian workers are far more conservative as they get along just fine with only the bare essentials in life.

Those who are working from home are some of the most conservative people you'll find.

Most of my employees hobbies include reading, surfing the internet, playing computer games, spending time with family and loved ones, and a few of them like sports such as basketball and volleyball.

Basketball, ping pong, and volleyball are some of the bigger sports there.

I like having ex-athletes work for me because they have a deeper understanding of team work, work ethic, sacrifice, and what it means to compete for championships.

WINNERS FIND WAYS TO WIN, and I only employ people who understand what it takes to win.

"You've gotta be HUNGRY for the WIN and focus on competing for championships!"

I know because I was a First team all-conference, all-defensive team, MVP, and championship basketball player back in college and high school.

Also they are looking to work for somebody who they can depend on.

This is not some robot you're dealing with.

It's a human being whose peace of mind and livelihood is at stake with this job.



And getting paid consistently and on time determines whether they have a roof over their head or get evicted.

Their culture is one where it's important to impress the boss and work very hard to keep their job.

Most Asian's in general live by an abstract social concept which is known as "Saving Face".

Where they do their best job to impress and make a good name for themselves.

These Asian workers are interested not only in working and getting paid, but they are interested in impressing you and being seen as a top notch employee in the marketplace.

From my experience they can be very competitive, and they will do whatever it takes to get the job done and satisfy their boss.

You see the Philippines are not a very rich country, and the job market is so competitive that if you lose a job there – then you may be out of work for many months, sometimes years.

So each of your potential employees understands that they must do whatever it takes to satisfy you.

They are extremely disciplined in most cases, and you will rarely experience any backlash and harsh language as you would a rogue employee in the U.S.



When they feel they have underperformed or done a bad job, they will feel a little depressed and down on themselves.



It's important to be a leader and tell them what to correct if they make a mistake.

However they want to "Save Face" and keep their face clean in the eyes of their American boss.

They are human beings with feelings and they can be sensitive at times just like you.

The concept of "Saving Face" in the Asian culture can be described as a combination of social standing, reputation, influence, dignity, and honor.

Causing someone to "lose face" lowers their value in the eyes of their peers, while saving or "building face" raises their self-worth.



I lived and traveled through Asia for months, so I experienced this concept first hand.

If they do make a mistake, inform them, tell them how to fix it, encourage them, and move on. Simple as that.

Bashing them for their mistake will only dig a deeper grave for your worker, your money, your business, and your time.

They will feel they've lost face with you and will not be able to perform as good in their minds.

So be positive and realistic with your remarks.

If you don't like something, tell them.

However you must instruct them on how to correct or fix the error in the way you desire.

They are used to working for bosses who are extremely hard on them, very demanding and controlling.

So working for an American virtual boss is a huge sigh of relief for them.

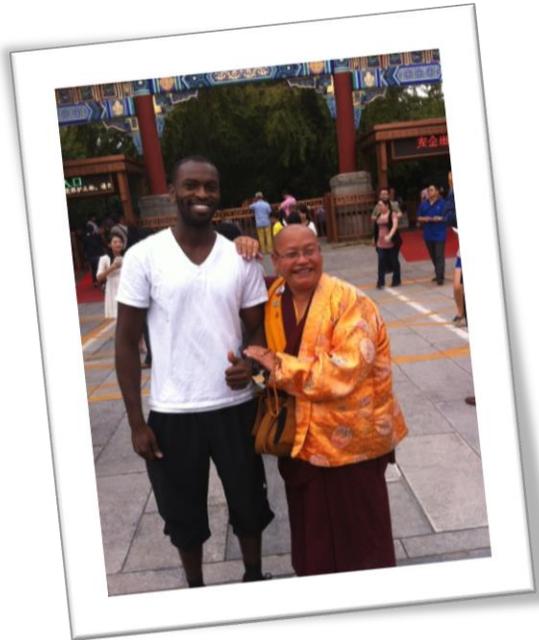
While you want to avoid cracking the whip on them over the internet, you still want to be firm in your approach to managing and dealing with them.

Avoid micro-managing your employees. If they come to a problem, or a roadblock – give them the opportunity to figure it out.

They are extremely resourceful people.

Most of them can find more answers to problems than you can, and that is good – you want those types on your team.

You have to be willing to trust that they will figure things out for you.





This is a matter of your growing your business here, in business you have to trust people if you truly want to flourish and succeed.

Otherwise you'll be beating a dead horse trying to do this yourself without the time or skill sets that these people have developed over years of experience.

Understand the Filipino work culture is completely different from the western world's work culture.

Working 10 – 12 hours per day is pretty standard in their culture, so they will be willing to work extra hard for you.

Some of them may even put in some extra time for you without you even knowing it.

Overall this will prepare you for what you should expect with your first virtual assistant from the Philippines.



Chapter 3 – Your Digital CEO Mindset

Being an online boss has its rewards, like more free time, less worry, less stress, and most importantly FREEDOM!

However you must understand now that you're the boss, and have people in your employ you must be able to provide a sense of direction toward a larger vision.

You see having a virtual employee should never be about next week, next month, or next year.

I recommend you think about how this person can help you build your dream business for the next 5 – 10 years.

This long term thinking and vision will give you a larger perspective on where you want to go with your life.



And ultimately it will allow you to hire the best help to move you there swiftly.

I always choose someone who matches my desired skills and also who I like dealing with.

Let's face it, there are some people who just don't fit your personality type and are very difficult to deal with.



It's important for you to identify who you can easily deal with, and who you cannot deal with.

You're going to be working with this person long term (hopefully) and you want them to take orders and respond to you positively.

Your mindset should be to always focus on helping them improve what they are doing by giving them your input, and offering suggestions for how to complete a certain challenge.

You should remember that they are new to your business, and if you are just starting out – then they are helping you grow from nothing.

Being the boss requires you focus more on managing your employees and giving them direction, rather than focusing on doing the grunt work side by side with them.

You want to grow, you want to build, and your virtual employee will help you do so very effectively.

When it comes to managing your people, I recommend you give them tasks focused around their strengths.

For example if you have someone who is an expert at article writing, then have them write multiple SEO optimized blog articles for your website, or have them submitting articles, writing press releases, guest posts, and so forth.

It would not be in your best interest, nor theirs to spend time building websites and developing software accounting programs.

If you have a person who is good at building websites and getting them ranked – then it would be best to have them build money making websites, get them ranked, and continue to drive traffic via SEO to these websites of yours to make you more money.

However it wouldn't be smart to have this person doing book keeping, and focusing on writing business plans for you.



By now you should have a better grasp of what it means to manage your Asian workers and play to their strengths.

I recommend you also assign each of your employees certain goals to accomplish for the month, and for each week.

Then give them daily tasks that will help them progress and move forward towards each goal.

And once they reach their goals give them a bonus.

Your bonuses can include:

A FREE trip for two to the nearest spa this weekend (It may cost you between \$12 - \$25)

A FREE massage for the weekend (\$9 - \$20)

A FREE dinner voucher to a nice restaurant in the Philippines for two (Between \$8 - \$25)

A BONUS to their salary (\$10 - \$50 depending on how generous you feel, or the bonus guidelines you establish)

1 FREE weekend getaway for two. You can send them to a nearby resort or water adventure (\$75 - \$200)

And the possibilities for rewarding your workers are literally endless.

If you take care of your people, they will take care of you by working harder and increasing your business income with the work they put in.

The foundation of any successful company begins with the people who work day to day to build it up.

Your team will be your greatest asset in building your business.

Keep them happy, and be one of their biggest cheerleaders as they experience success.



Celebrate their success and the milestones they accomplish.

I like to let them know daily that they are doing a good job – and that I know they can continue to improve.

They enjoy being complimented and motivated to do better.

So now you have a solid understanding of what's required of you, let's get into the actual process of hiring your first Virtual Employee.



Step #1 – Identify Your Business Model & Needs

First things first . . .

You must identify your business model if you are to make money with a virtual assistant.

There is no use in hiring help, if they have nothing to help you with.

You can easily purchase a WSO and hand it over to your outsourcer to work on full time.

Or you can give your outsourcer one of the “Business-In-A-Box” bonuses I’ve included for you.

So identify your business model.

Here let’s first begin with a few business scenarios which can be outsourced right away.

1. Writing - You may have articles which need to be written for your website or blog, or even a complete eBook. You can hire an expert writer to do all your research on the topic and write the articles/ebook for you.
2. A software project - You may have an idea for a software package and know what you want the software to do, but you are not a programmer. You could employ a software developer to build the software to your requirements. Then once it’s built you keep 100% ownership of the program and source code and keep all the profits when you sell it.
3. Search Engine Optimization (S.E.O.) - You may have the need to get those backlinks to your website, or create – improve your social media presence. Backlinking, Facebook, Twitter, Google+, video production, link building, Press Release submission, and more. All of this and more can be outsourced.
4. Virtual assistant - What about someone to manage your inbox? Or someone to pay all of your bills, and book your travel itinerary? Or someone to keep your



accounts up to date, or upload pages of content to your website, or even book holiday vacations for you. Yes you can hire a full time person to do this for you as well.

Now when we talk about business models, and methods for making money in your business. . .



I recommend the route of creating products and selling them because it gives you the most control and leverage over your income.

Some of the things I have outsourced, which you can potentially outsource in your business are:

Info product creation

Email management

Newsletter creation

Niche site development

Social media marketing

Creation of Backlinks



Videos (screen recorded, on camera videos)

Producing Daily Reports of Sales

Help Desk Support

Forum Posting

Article Writing

Submitting Articles

Updating Financial Records

Advertising – PPC, PPV, Media Buys, Solo Ads, etc.

Adding/Editing of Auto Responder Email Messages

Managing Other Employees

Research

Installation of Blogs

Creation of Header Images

Installation of Software

Keyword Research

Testing of New Software

“How To” Products

Brokering

Website Development

Telemarketing



Content Creation

Mobile Apps

Ecommerce

Graphic design –logos, brochures, banners, images, etc.

Specialized Websites (ie: social media, video hosting, advertising)

And so on.

It's up to you which route you want to take to add value into the marketplace.

But you must have a business model selected, and identify what can be outsourced.

The beautiful thing about hiring a virtual assistant and having virtual employees is that even if you don't have a business model –you can hire one of them to create it for you.

So do you have an idea for an app? Maybe a software? A website? Or an info product?

Then the good thing is that all you need to do is hire a virtual assistant, or a specialized employee – such as a website developer or software developer.

Give them the idea, and they will literally create it for you.

Then once it's done, you course correct their main focus to marketing and selling the product which they created for you.

Once they sell it, you make 100% of the profits.

It gets no better than that.

So if you have a business model selected or not, that's ok.

Because with this guide all you need to do – is hire a virtual assistant with the specific skills you'll need.

Hire them, and have them build your business model, and market your product for you.



So in this free market economy we live in, by now you know that you must have a product to sell.

For now understand that you don't need to focus on doing this entire thing yourself.

There are experienced professionals out there who can handle all of this for you, and get it done very efficiently and effectively.

Exercise:

Write down 5 different marketplaces you have a passion for.

It could be the sports marketplace, the fiction marketplace, the make money online marketplace, the fashion marketplace, and the carpentry marketplace.

You want to identify the market place you have a serious passion in.

Once you do, I want you to then identify a common problem in that exact marketplace.

Focus in on one single problem that everyone in your marketplace seems to share.

Once you've identified it – this will be your starting point in creating a solution to that one problem.

Research solutions, even test them out yourself.

Once you get results, begin immediately creating a product based on that one solution, and sell that valuable solution to people.

And the only thing people will pay for more than anything else is a solution to their problem.



Now that you have your problem and solution equation solved in your marketplace, it's time to hire your outsourcer to create your product, your salesletter, your squeeze page, email marketing campaign (via getresponse, aweber, infusionsoft, iminca, and so forth) and then market your product and go make sales for you.



Step #2 – Real Virtual Help Wanted

Let's talk now about my system for finding great staff. I do want to tell you in advance that there are tons of different marketplaces to go and hire your first outsourcer.

There is www.guru.com – you can go to www.odesk.com – you can search out www.iwriter.com – and there are many others which I've included in the bonuses for you.

Each of these freelancing sites are best for one 'gig' based jobs which you may have.

Because these sites are more for one-off type of jobs, and the people on these sites make best for one time gigs for a certain payment.

Now I am sure, you're biting your lips in excitement ready to get started with your first virtual employee.

So to remain focused we'll hone in on the one place that has been the best place to find virtual assistants in my personal experience.

This marketplace for virtual employees is filled with high quality, world class workers who have college degrees, and years of experience in your industry.

And in many cases, some of them have worked for major Fortune 500 companies, and they can bring that experience into your brand new business.



This website is called:

OnlineJobs FILIPINO VIRTUAL ASSISTANTS My Account Log out

BLOG TIMEPROOF HOW IT WORKS CONTACT US

Filipinos Getting Online Jobs With American, Canadian, Australian Companies

Connecting you with 85,000+ excellent Filipino staff
Wanting to work from \$1.45/hr - \$6.25/hr

Employers **Job Seekers**

I want to find a... **SEARCH NOW**

eg.: Webmaster • SEO • Wordpress Expert • Writer • Virtual Assistant
Real Estate VA • Graphic Designer • Php Programmer • Bookkeeper • Social Media
Advanced VA Search

Can't find an employee with the all the skills you need? You can easily train them to have the skills you need with the outsourcing training courses found at [ReplaceMyself.com](#).

HOW IT WORKS

[OnlineJobs.Ph](#) In my experience has been the top marketplace for hiring highly qualified virtual employees who are looking for long term work.

I've built teams of 2 – 3 Filipino workers who are getting me results to this day.



OnlineJobs FILIPINO VIRTUAL ASSISTANTS

My Account Log out

BLOG TIMEP... OF HOW IT WORKS CONTACT US

Filipinos Getting Online Jobs With American, Canadian, and Other Companies

Connecting you with 85,000+ Virtual Assistants
Wanting to work from \$1.45/hr - \$6.25/hr

Employers Job Seekers

I want to find a... SEARCH NOW

eg.: Webmaster • SEO • Wordpress Expert • Writer • Virtual Assistant
Real Estate VA • Graphic Designer • Php Programmer • Bookkeeper • Social Media
Advanced VA Search

Can't find an employee with the all the skills you need? You can easily train them to have the skills you need with the outsourcing training courses found at ReplaceMyself.com.

HOWITWORKS

Now what you do is go to onlinejobs.ph and register for your monthly account.

These are the most qualified outsourcers you will find on the internet.

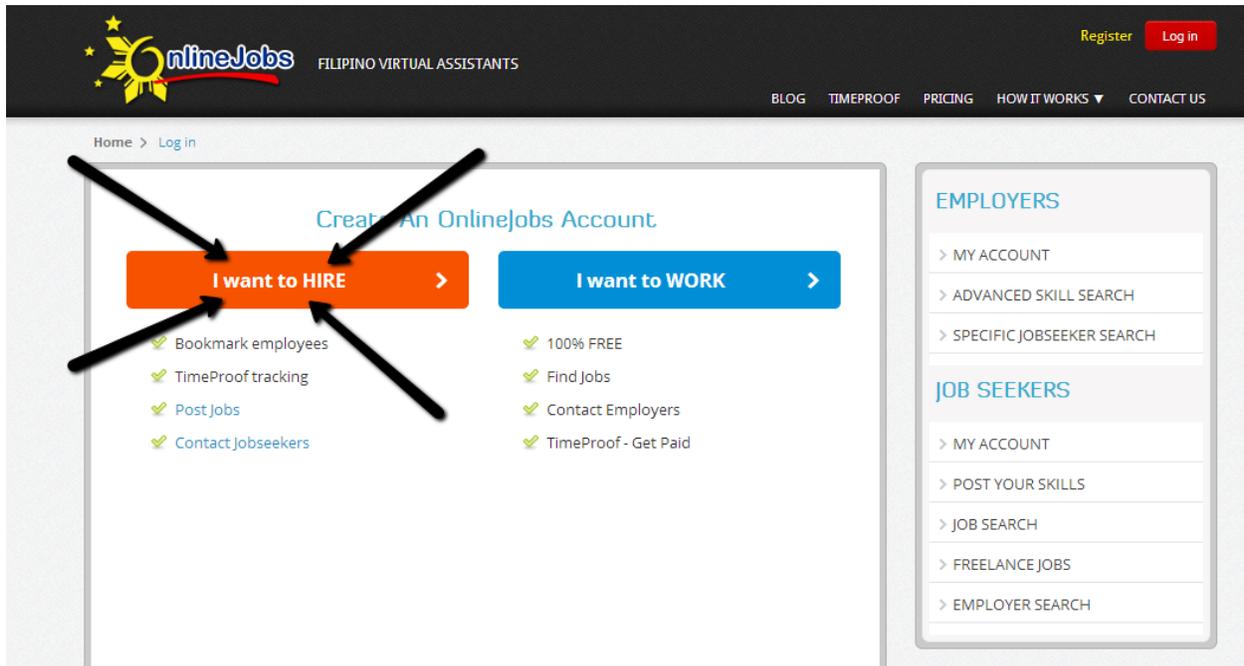
How do I know?

Well they've helped me generate massive revenue for my business.



Select the 'My Account' tab, and then select the option that says register for a new account.

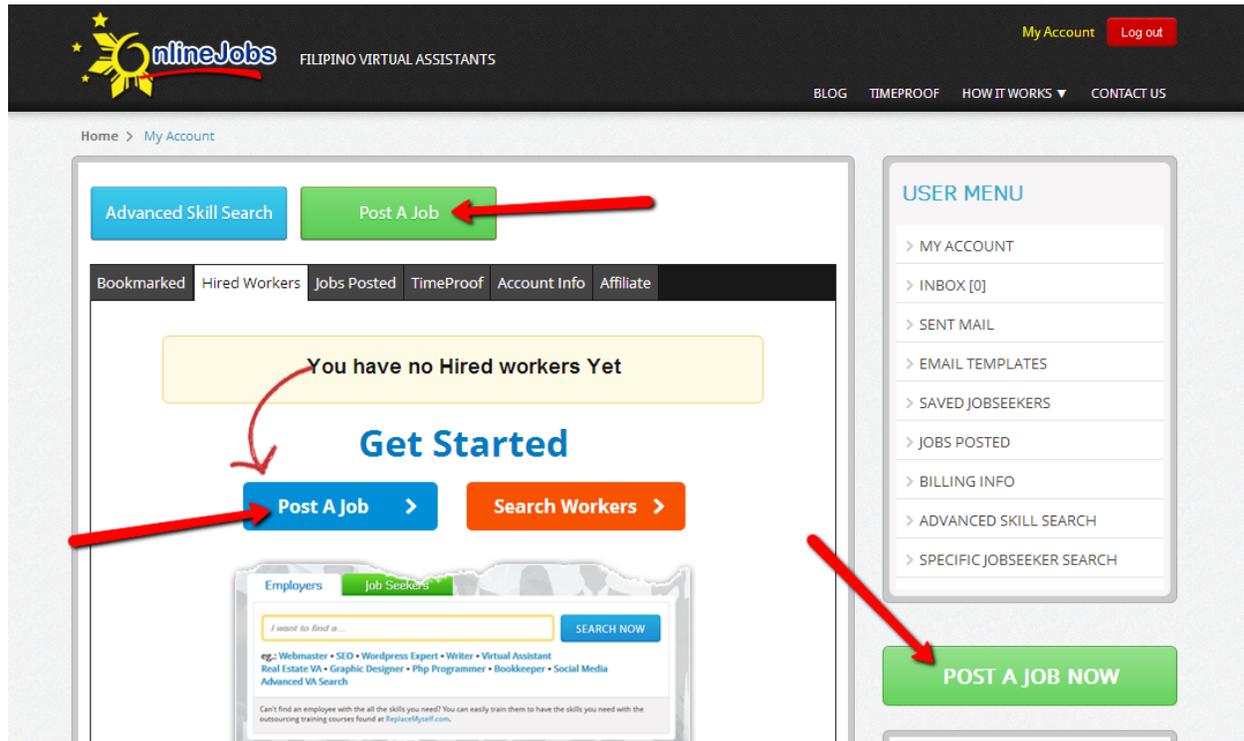
Once you get inside, you will have to select the 'I want to HIRE' option.



Once you sign up and register your account, you'll then be taken into the members' home area.



Once you're inside your members are click one of the button that says 'Post A Job'



From there you then post an advertisement about your job.

Now when it comes to posting your ad, you want to really be selling your outsourcer on the opportunity to work with you.

These people are going to be committing their lives and the future of their family to you.

Understand that it's about more than just a job, or money, or your business.

You are now going to be providing a way of life for someone on the other end of this message.



Post a job

The job post will stay up for as long as you have an active account or until you delete the job posting in your account page.

Job Information -----

* Job Title:

* Job Description:

Your ad posting should look something like this



“Subject: Are You A SuperStar Virtual Assistant?”

Message:

Dear Highly Qualified Top Virtual Assistant,

Do you want to work from home using the skills and talents you have right now?

Do you want to enjoy the freedom of working comfortably from home without having to deal with annoying employees and workplace pressure?

Are you looking for a long term opportunity that will pay you top dollar, and help you provide more for your family?

Then this may be the most important message you will ever read.

We are an established company looking to hire the best Virtual Assistant for a long career.

We are currently searching for a virtual assistant who can do simple website design, sales funnel design, social media marketing, advertising, SEO, email marketing, Copywriting, article blog & ebook writing, and customer service for our clients.

In order to qualify for this position you must have good English communication, you must be self-motivated, hardworking, focused, enthusiastic, and you must be willing to help us grow as a company.

We also require that you have a 4 year college education and degree.

Our monthly salary will vary between \$200 - \$250 starting out and will increase quickly based on performance. Again this can be negotiated and increase up to \$450 if you qualify.

You’ll enjoy the luxury of being paid bonuses for top quality work, you see we like to reward our superstar virtual assistants.

If you are interested in the position, then please respond promptly to this ad with your resume, and positive response telling me who you are and why you are the best fit for this superstar position.

I look forward to working with you soon.

YOUR NAME”



Essentially you then use that advertisement to sell your potential outsources on what you're looking for, what you expect, what's in it for them, and what the responsibilities are.

Now in my experience the best way to post your message is to sound as professional as possible and come off as an established company who is only looking for the best of the best outsourcer.

With a message I posted – I was able to find a girl who had experience working for a Fortune 500 company and who was the employee of the year – working from home in the Philippines.

And I was able to negotiate a 1 week trial with her for only \$25 which she accepted.

Not saying you'll do the same, but my point is that you can find the highest quality people to work for you for literally pennies on the dollar.

Once you completely fill in the ad, you select 'Post Job'.

It's best here to give them a second email account versus your primary account.

Just in case someone takes your email address and send you too many messages.



Contact Information

* Email Address:

* Contact Name:

Phone:

Fax:



Once you post your ad, you are going to be receiving multiple responses from people selling you on who they are, and why you should hire them!

Ohh EXCITING!

Normally when I make a post – I'll receive between 10 – 20 responses within a week or two.

The fastest responses come in literally a matter of minutes because there are thousands of highly qualified Filipinos on these sites looking for opportunities to work for American bosses.

However, if you are interested in being a little bit more proactive, this is another route if you are looking to hire somebody quickly which I'll go into.

On the very home page area, type in what you're looking for here.

Virtual assistant, website developer, programmer, graphic designer, SEO expert, you name what it is that you are looking for.



FILIPINO VIRTUAL ASSISTANTS

[My Account](#) [Log out](#)

[BLOG](#) [TIMEPROOF](#) [HOW IT WORKS](#) [CONTACT US](#)

Filipinos Getting Online Jobs With American, Canadian, Australian Companies

Connecting you with 85,000+ excellent Filipino staff
Wanting to work from \$1.45/hr - \$6.25/hr

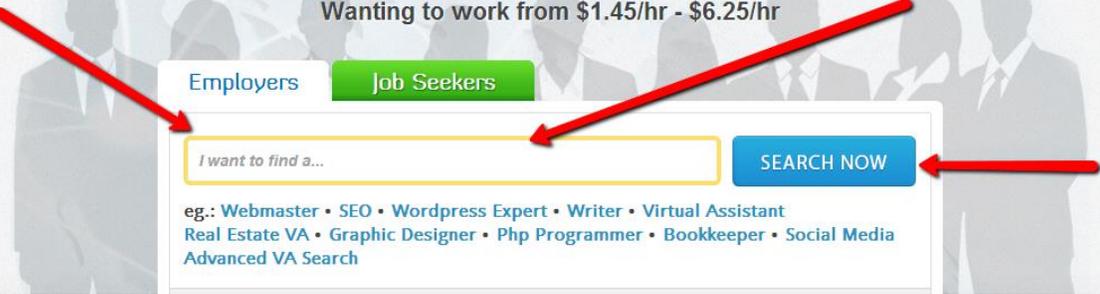
[Employers](#)

[Job Seekers](#)

I want to find a...

[SEARCH NOW](#)

eg.: [Webmaster](#) • [SEO](#) • [Wordpress Expert](#) • [Writer](#) • [Virtual Assistant](#)
[Real Estate VA](#) • [Graphic Designer](#) • [Php Programmer](#) • [Bookkeeper](#) • [Social Media](#)
[Advanced VA Search](#)





Then you'll quickly get hundreds of results of virtual employees who have the skills you're looking for.

2 3 4 5 6 > Last >

1

Graphics Design, Web Design, Web Development, wordpress, php

Graphics Design Web Design Web Development PSD XHTML HTML5 CSS Joomla Wordpress Php

Top Skill

Html: ★★★★★

Web Pages: ★★★★★

Wordpress: ★★★★★



41000 Php/Mo (\$964.93)

40+ Hours / week:

Virtual Assistant, eCommerce Marketing Manager, Customer/Technical Support, Administration Support

I Am An Experienced Online Worker With Years Of Experience In Different Fields And I'm Taking Back Another Opportunity On...

Top Skills

Speaking: ★★★★★

Writing: ★★★★★

Advertising: ★★★★★



15000 Php/Mo (\$353.02)

40+ Hours / week:

You can begin contacting and reaching out to each of the most qualified Virtual Assistant profiles you come across.



Reniel Elman

Virtual Assistant, eCommerce Marketing Manager,
Customer/Technical Support, Administration Support

Age: 23

Gender: Male

Address: [REDACTED]

Phone: [REDACTED]

Email: [Contact Now](#)

Website: [REDACTED]

Facebook URL: [REDACTED]

Last Updated: May 29, 2013

Date Posted: Dec 15, 2011

Desired Salary: 15000 PHP a month (\$353.02)

Experience: 4 years

Education: Bachelor of Science in Electronics and Communications Engineering

Current Employment Status: Unemployed

Number of hours per week: 40+

Tests Taken : none

Reviews about jobseeker: none



Once you come across a profile you feel fits your needs, you then reach out and contact that person.

Notice the “**Contact Now**” button. You will have to be registered as a paid user in order to have access to their contact information.

And as you scroll down you can see more information about your specific applicant.



Skill Summary

I am an experienced online worker with years of experience in different fields and I'm taking back another opportunity on working online. I've started as an article writer to different companies providing product reviews, website contents, product description, keyword research, data entry, press release articles, encoding and other related tasks. I also have knowledge in different administrative support responsibilities. I worked as an eCommerce Marketing Manager for an online shopping website; managing products at the backend of the website using Magento. I also have experience in ProStore and Ebay. I have high understanding in article writing, SEO, keyword density which help me to create internet friendly articles. I am proficient in Microsoft Office and other related software. I have skills in Adobe Photoshop and a little knowledge on Video editing software. I would like to work as a virtual assistant and I'm willing to learn new things, will undergo trainings if necessary.



General

- Ability to solve problems quickly: I'm an expert
- Attention to detail: I'm an expert
- Email: I'm an expert
- Gathering information: I'm an expert
- Google Docs: I'm an expert
- Internet browsing: I'm an expert
- Learning new skills rapidly: I'm an expert
- MS Power Point: I'm an expert
- MS Excel: I'm an expert
- MS Word: I'm an expert
- Typing Speed: I'm an expert
- Working at a fast pace: I'm an expert

General Experience:

I'm proficient in Microsoft Office and other related software. I am at my best in web surfing and gathering information over the internet. I've got advance skills in Email. I can work other pressure with expert skills in typing.

When contacting an applicant, it's similar to posting a job ad online.

Introduce yourself and your company properly and let them know that you are not working as a recruiter (this is oftentimes viewed in a negative perspective).

Include a link to your website if you have one, and also tell them some information about your company, yourself, and what it is that you do.



As a suggestion, include the necessary requirements that they need to submit to you – such as resumes, and even the pre-interview screening document that they will need to respond to.

This way you can evaluate and decide whether an interview is necessary or not.

You'll get a couple of responses right away, but as a rule of thumb – not everyone will respond to you as you reach out to them individually.

So your post is up, you've reached out to a few profiles, and now you're getting responses to your ad.

Let's talk a little bit now about the criteria of the workers you should be looking for.

After you have posted your ad or contacted people directly, you should start getting some responses back.

To make it easier for you to filter the applicants focus on the following.

Educational Background: For most Filipino workers you'll find that many of them have finished college.

You want these types of people because they've proven that they are educated, and can persevere through long term tasks.

For SEO workers it's a plus if they have some experience doing SEO for prior bosses. But you can easily obtain SEO software like Magic Submitter and have them rank your sites for you.

For website developers and software programmers its ideal that they have a background in IT or computer engineering.



For SEO employees its ideal that you hire someone who has a background in SEO so they can apply their skills to get your sites ranked quickly.

Always employ workers who have experience doing a certain task.

I recommend hiring someone with at least 2 – 5 years of experience performing the tasks you need done.

If not, then you'll have to teach them and endure a time consuming learning curve with them.

Avoid that completely, and hire people with experience.

Also, I advise you avoid employing someone who is an affiliate marketer, or who is building a career as an internet marketer.

Pretty soon you'll find out that they are building their own business, and may even be stealing some of your ideas and tactics for themselves.

Remember, because you are looking for someone to employ for a long term basis – you'll need them to focus only on building your business and working for YOU!

English: You need to communicate with them on a daily basis, so you'll need someone with a solid level of English both written and spoken.

Type Of Employment: 40 hours per week is the normal work schedule, but you can negotiate a part time position if that is what you're looking for right now.



A note about freelancers: You will often find “experienced” people who appear to be working for many clients. i.e. using onlinejobs.ph in a fashion like freelancer.com or odesk.com.

I recommend you avoid employing these people at all costs, because in my experience they are

- Typically more expensive
- Most times not reliable because they have multiple bosses/deadlines
- Usually not loyal at all (they work for whoever shovels out the most money).

Trust me on this one, I’ve had my fair share of losses, and I recommend NEVER use these types of one-off workers anymore.

We’ll now proceed to the next step.



STEP #3 – The Investigation Sensation

Once your virtual respondents get back in touch with you – you're going to have to start sorting through them one by one until you find the best employee for your business.

Go to their profile and read through each of them, also take their resumes and dissect them.

Each of your applicants will have different levels of skills which they have.



English Experience:

I can say I'm remarkably fluent in English. I have 8 years of experience communicating in English with clients who are based in the United States. I've undergone several language training while I was working in 3 of the top call centers here in the Philippines.

Marketing

• Advertising:	I'm good at it	★ ★ ★ ☆ ☆
• Blogging:	I'm an expert	★ ★ ★ ★ ☆
• Branding:	I'm good at it	★ ★ ★ ☆ ☆
• Copywriting:	I'm good at it	★ ★ ★ ☆ ☆
• Email Marketing:	I'm good at it	★ ★ ★ ☆ ☆
• Facebook Marketing:	I've done it a few times	★ ★ ☆ ☆ ☆
• Google AdSense:	I've done it a few times	★ ★ ☆ ☆ ☆
• Google AdWords:	I've done it a few times	★ ★ ☆ ☆ ☆
• Google Webmaster:	I've done it a few times	★ ★ ☆ ☆ ☆
• Recording Audio:	I've done it a few times	★ ★ ☆ ☆ ☆
• Seo:	I've done it a few times	★ ★ ☆ ☆ ☆
• Social Media Marketing:	No experience	☆ ☆ ☆ ☆ ☆
• Telemarketing:	I've done it a few times	★ ★ ☆ ☆ ☆
• Traffic Geyser:	I've had some instruction	★ ☆ ☆ ☆ ☆

This profile above shows up the current skill level in the areas of marketing. And we can make a judgment about this persons skills based on what you are looking for.

The good thing about this rating system, is that you can swiftly look for the areas which you need help in, and quickly determine if this person has what you are looking for.



You'll easily spot a bogus profile when someone has 5 stars in every category across the board, or they don't have any information filled out – hire these characters at your own risk.

Also they will have a picture of their official government i.d. included in their actual resume.

Check it to make sure they are who they say they are in response to your ad.

Once you verify their identity and skillsets – take note of their strengths and weaknesses and keep track of them.

You can easily do this on a piece of paper, or the notepad option in your computer.

Next – move on to the next message from the next applicant, examine their background, take notes, and come to your own conclusions about them based on what you see.

This will take some time, but doing this type of thorough research will put you in a position to not be burned like I have during this process.

Hey trial and error is an expensive teacher, I'm giving you the game on how to avoid those pitfalls – avoid this advice at your own risk.

OK, so you've stalked through – I mean investigated through a couple of their profiles right?

Yes!

Good job, next thing is to review your notes and then narrow your selection down to the top 10 outsourcers who best fit the profile of your needs.

At this point, you'll be able to eliminate those who just don't measure up.

Remember you're looking for the best of the best outsourcer to join your team – they need you more than you need them.



Once you've narrowed your search down to the top 10 Filipinos – you then begin to go through each of their attached resumes.

In your job posting, you should have included for them to send you an actual resume, and not just their online jobs profile account.

If they didn't send you a resume – move on, no use wasting time with someone who is not 100% professional and can't take the time out to send a resume for a new career. 'Ain't nobody got time for that!'

Next – you begin contacting the references given on each of their resumes and ask them similar questions as below:

- Can you tell me a little bit about your experience working with X-Filipino?
- What was their specific job duty?
- What was their best quality?
- How would you rate the overall experience working with them?
- What were their strengths?
- What were their weaknesses?
- How did they handle pressure?
- Why did they leave?
- Would you recommend them to a friend?

And just like that you'll have more information on your potential employee than you could possibly get by asking them alone.

This method may take some time, but if you are serious about becoming your own **Digital CEO** – this is a critical component to the freedom equation.

Take the time, put the action in, and you will get results.



So once you've done your background investigation on each of your top 10 potential employees – it's time to move into the interview phase.



STEP #4 – Interview Like A (BOSS) True *Digital CEO*

So now that you have more info on your top 10 potential outsourcers, you'll then need to schedule interviews with them individually one by one.

Each interview should be no longer than 30 minutes because your time is limited, and you must position yourself as someone who has other things to do – which is true and why you're hiring them in the first place my **Digital CEO**.

Reach out to your top 10 potential virtual employees, and schedule an email interview with each of them first.

Contact them and let them know you would like to schedule an email interview first.

Give them your email and tell them to email you immediately so you can begin the interview.

Based on who emails and replies the fastest will give you a good indication of who is on top of their game, and who may drop the ball on the goal line during the 4th quarter.

I would suggest you send them an email something like this – which works for me:

“Dear applicant,

I have responded to your interest in working with our company.

I currently have a job opening in my company.

I need someone who is great in English, can design & create my sales funnel, and do SEO for some of my websites. Other skills are a bonus, but not necessary.

I am looking for someone to work full-time (40 hours/week) from home.

I will expect you to not have another job except for working for me.

If you're interested, please write one paragraph of why I should hire

you. I want you to write this so I can see your English skills.



Don't send me a list of your past experience. Describe it to me. I want to see how well you write.

Also, please tell me your desired salary (I know you listed it in OnlineJobs...just tell me again) and when you would be available to start work.

This email is going to 13 people, that's why I didn't personalize it to you...sorry.”

Once you send this out to your top 10 applicants, you'll see things move very quickly.

Then once you get responses in your email inbox, schedule interviews with them on the spot in your actual email messages. When interviewing them via email I recommend you use this set of questions (which are included in the bonus).

Email Questions 1:

Dear applicant,

I have responded to your interest in working with our company.

I currently have a job opening in my company.

I need someone who is great in English, can design & create my sales funnel, and do SEO for some of my websites. Other skills are a bonus, but not necessary.

I am looking for someone to work full-time (40 hours/week) from home.

I will expect you to not have another job except for working for me.

If you're interested, please write one paragraph of why I should hire you. I want you to write this so I can see your English skills.

Don't send me a list of your past experience. Describe it to me. I want to see how well you write.

Also, please tell me your desired salary (I know you listed it in OnlineJobs...just tell me again) and when you would be available to



start work.

This email is going to 13 people, that's why I didn't personalize it to you...sorry

Email Question 2:

Hello Name,

Where are you located at in the Philippines?

Please tell me how are the power outages there?

Will you be able to work part time, or full time?

Do you have your own computer?

Did you write that last response to me yourself?

Did someone help you with it? When could you start?

YOUR NAME

Once they respond to your first email with answers to the basic questions above, you then send them an email similar to this below:



Email Response 3:

Hello Name

How fast is your internet connection?

What SEO knowledge and experience do you have?

If I gave you a new website to do SEO for, what would you do?

Can you send me some references to graphics work you've done?

What is your experience, and skill level building wordpress sites?

Can you send me some samples and references to sites you've built?

YOUR NAME



Email Response 4:

Name,
I think I'm ready to move forward and conduct our interview via Skype.

Also, one of the things I know is a major issue with the Philippine culture is the fear of "Losing Face" when you don't know something. Then you disappear and don't email me back. I've been through this before and I want to avoid this.

So in order for this to work for us, the first thing you need to know is that you **MUST** email me when you have a problem. I am here to help you solve it. I **NEED** to know.

Let me know if you're still interested.
YOUR NAME

From this point, you should be ready to conduct your Skype interview with your prospective employee.

Once you feel that they pass the email interview – you then instruct them to request you on skype.

Remember you are the **Digital CEO**, so it's up to you to give the orders and lead them.

This will show you if they can follow directions and make it happen. You want people who can follow directions the first time on your team.

Only the best will do as you're building your business!

Judge their responses based on the exact criteria you're looking for.

No need to be super stiff in your hiring process, but you should keep your standards high because this person will be a major representative of you.

Now that your email interview has concluded it's time to move them on to your Skype interview.

Prior to your Skype interview you want to show up at least 5 – 15 minutes early.



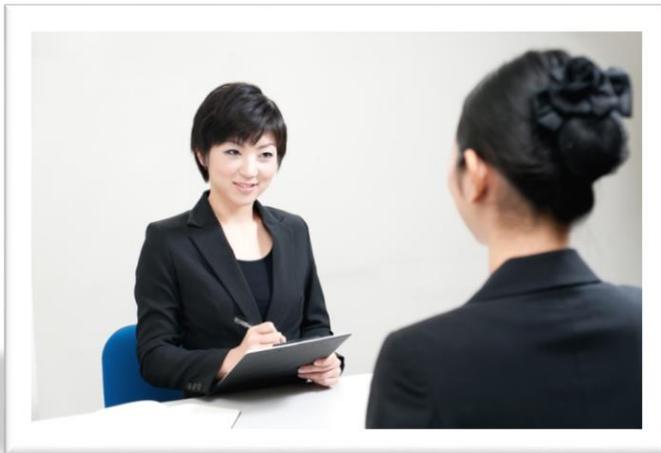
You have to set the tone, and if you show up late to your first interview with them – they will have the perception that it's ok for them to do the same.

Remember you are your company, act like it because you are **The Digital CEO**

Have your questions ready and on paper to ask, and be ready to take notes on each applicant.

A good way to do this is to have the name of each applicant on a spreadsheet document with your questions written out.

You'll be able to effectively keep better track and record of each employee's interview.



Using this method you can take notes on the employee's responses.

Have their individual resume and cover letter open as well so you can evaluate that baby too.

So now you're ready for the interview and you don't know what to do because you've never been a CEO before?

Well here are a few simple things to remember:

1. You are the boss
2. You are the **Digital CEO** of your company
3. This person can potentially make thousands of dollars for your company each month
4. This person can also lose you a couple hundred bucks each month
5. You are building a team to win championships
6. Position yourself as an authority
7. You are in control because you can pay their bills
8. Be the type of boss – you'd like to have



9. Be understanding, but care only about results
10. This person has to convince you they can do the best job for you
11. You can always say NEXT and move on if this interview is not going well
12. There are more highly qualified Asian workers looking for work

Conduct the interview using the questions listed below.

Once you get them on Skype you have to interview them and use a select set of questions.

Feel free to create your own questions. But those questions should include:

1. Can you tell me something about yourself NAME?
2. What sort of jobs have you done both non-online and online?
3. Are you currently working? What was your last job?
4. What sort of responsibilities did you have for that job?
5. Why did you decide to leave that job?
6. What made you interested in working online?
7. Are you looking for a short term or a long term job?
8. What do you do when you are faced with a challenge and it is very difficult to overcome it?
9. What is your favorite hobby?
10. Do you have a particular genre of book you enjoy reading? What genre?
11. What type of books are in your personal development library?
12. Are you interested in learning how to developing products?
13. Are you interested in website development and eBook writing?
14. Do you have any experience with writing eBooks and salesletters?
15. What website development programs have you used before? Wordpress? HTML? Weebly?
16. Do you have any experience working with wordpress, HMTL5, Joomla?
17. What website development projects have you been involved with before?



18. Can you tell me about a time where your sense of humor helped you handle the job better?
19. What are some of your personal strong work traits that an employer would appreciate?
20. What are some negative points that you need to work on?
21. One requirement we have for staff is that they do NOT work as a freelancer while being employed by us. Is that a problem for you?
22. Are you a well organized person?
23. If you are successfully selected for the position, where would you work from?
24. Is it a private quiet location?
25. How would you rate your command of written English out of 10?
26. Are you married? Kids?
27. Can you confirm you are available to work 8am - 5pm (with lunch break) Monday - Friday?
28. Are you willing to install wordpress onto our website, and add a few pages for us so we can further evaluate your skills?
29. Ok, I need you to upload wordpress onto my site, set up a simple blog page, a squeeze page, and a sales letter page. Please set this up using your knowledge, plugins, and skill sets. I will give you two days to complete this first task.
30. Do you have any questions for me?

And now I would like to show you my strategy for hiring workers for \$200 - \$250 for month 1.

While you are interviewing them you can tell them this (which is just about exactly what I tell them)

Negotiation Strategy:

“So I want to tell you a little bit about our hiring policy. Because we’ve worked with Filipinos before and we’ve encountered situations where some people would work, get paid and we’d never hear from them



again. So to avoid that, we enlist all of our new employees in a 60 day (or 90 day – it's up to you to choose this duration of time) probation period to prove themselves an asset to our company. The starting pay during month 1 of the probation period will start off at \$200 - \$250. The second month of the probation period will increase to \$300 - \$350. And when you make it to the third month (or fourth month depending on how you choose to set it up) then your pay will be increased to \$375 – \$450 per month and you will have full time, long term, secure & virtually guaranteed employment with our company. Are you willing to accept this probation period?"

And that's it. That's all you have to say during your Skype interview – and shut your mouth while you let them respond.

Now not all Asian workers will jump up and take you on your offer, some of them may try to negotiate with you.

Be willing to negotiate if you have to, but avoid shelling out more than \$250 first month unless you trust the person you're interviewing.

I will say out of the dozens of Filipino's I've interviewed, I've probably had about 4 out of 30 say no to the probation period offer.

So your chances of them accepting your probation starting pay is very high.

Most times they will be thinking long term, so they will accept the low front end pay – because they are focused on building a real career working for you.

I suggest that you have it set in your mind that you need to make at least \$500 during your first month in order for them to continue working for you.

That way you make your investment back, and you'll have profits to invest in the next month, and also extra income to invest into advertising and cover next month's employee expenses.



I've even had one virtual employee agree to work for \$175 for month 1.

You can negotiate some great prices for quality work in most cases you just have to know what they want in return for getting what you want.

Now on to the next step.



STEP #5 – Hire Slow, Fire Fast

Once the interviews are over and done with, analyze each Filipinos response and compare what they said in the interview with the resumes they sent you, and responses from their references you contacted.



Understand that you cannot expect too much out of your potential virtual employee, but at the same time – you cannot expect too little.

Under expect, and over receive – if that makes sense to you.

Hiring the best Filipino at this point will be much easier because you can literally compare and contrast which one of them fits your needs the best.

And also which one of them you feel you could work with.

You want to choose someone who is easy to work with, loyal, hardworking, trustworthy, persistent, skilled, determined, a go-getter, self-motivated, a reader, positive, optimistic, enthusiastic about life, confident, and intelligent.

I strongly recommend you hire someone who communicates quickly back and forth with you in good English.

Depending on whether you're hiring someone for fulltime blogging on your blog, or for telemarketing – you're going to need someone who is perfect in English.

If you are hiring for website development, software, apps, or something like that – then you'll be able to get by with just decent English communication.



Now if you come into a conflict where you like more than one applicant – you can hire both of them or more.

It's up to you.

But if you want to see who's the best pick of the litter, then you split test them by assigning them a first task and going with the person who performed the best.

There is no reason to make any rush decisions when hiring.

For one it's money out of your pocket for one thing, and two it's a long term relationship you're looking to build.

The best thing to do is build a professional relationship with someone who can do the job for you, and provide a maximum return on investment.

So take your time with hiring, no rush whatsoever.

You can completely avoid hiring the wrong person and damaging your business with this strategy.

Also fire fast because when you do, you cut off dead weight quickly.

There is no use holding on to a non-performer in the business world.

They will slow you down, and you'll lose dough, bread, cheese, mula, cheddar, fedducini, cashola. Not a good recipe if you ask me.

If an employee starts to show they are unproductive then you sit them down one on one, give them a last chance, and if they do not improve then you fire them quickly and move on to the next.

Hey it's life baby, some will – some won't – so what – NEXT!



Now once your first task is completed, and you've decided on your first outsourcer, then move into the next phase which is the documentation and delegation phase.



STEP #6 – Documentation & Delegation

Congratulations baby, you've hired your first outsourcer and you are officially The **Digital CEO! YEAH!**

Now hold on a minute just before you get too overly excited.

You must have them sign legal documents that will protect you, your company, your ideas, and your money.

First you'll need to have them sign an NDA stating that they will not take, share, steal, use for themselves, or otherwise leak information about the inner workings of your company to anyone.

This will protect you company operations, your ideas, your products, your secrets, and so forth from them taking your ideas and using them for themselves.

Naturally Asian workers are very good people, and they are not looking to steal your ideas for themselves.

Most of them have the skills to start their own business right now, but they would rather have a safe steady paycheck. And that's completely fine with you and me.

Once they sign your NDA (I've included one for you in the bonus downloads) – you will then have them sign an employee agreement form.

Understand they will be seen as an independent contractor on your taxes at the end of the year, not as an actual employee for your company.

This means you will not be responsible for their health care, their taxes, their health insurance, dental, benefits, 401K, worker's comp, or none of that legislative mumbo jumbo, right?

RIGHT!

When it comes to paying your outsourcers you have a few different options.



You can opt to pay them based on an hourly rate, and have them report the amount of hours worked to you.

This is a similar system which you may be familiar with.

This works well for Asian workers because they are typically willing to accept payment for the time they work, and they are willing to work overtime to get paid more.

With this payment system in place, you can comfortably pay them twice per month based on the hours they've submitted to work with you.



So if you decide to pay your worker \$250 per month – let's do the math. $\$250 \text{ per month} / 4 \text{ weeks} = \62.50 per week

$\$62.50 \text{ per week} / 5 \text{ days} = \12.50 per day

$\$12.50 \text{ per day} / 8 \text{ hours} = \1.56 per hour.

So at \$250 bucks per month that would equate to you paying your full time outsourcer just over one dollar and a half per hour.

Very inexpensive for quality work, wouldn't you agree?

Now if you want to take the route of salary based pay, then that means that your worker would get paid \$250 per month no matter what.

So essentially you'd be sending your worker a payment once a month at the beginning or at the end of each month.

If they worked overtime, there will be no additional bonuses because they get paid their monthly \$250.

This is an option I recommend you take after a couple of months of seeing that you can trust your worker.



You can also opt to pay weekly, meaning sending your employee money for the amount of hours they do every week.

This is an option that is totally up to you.

I don't do this because it gets annoying sending a payment each week. I prefer to send it once per month and be done with it.

You can also pay your workers based on commission.

If you are hiring for a sales or telemarketer position – you can hire and pay your outsourcer only once they complete a sale for you.

These commissions can range anywhere from 5% to as high as 25%.

You want to really incentivize your workers to push and make sales if you take this route.

Understand that you must make it easy for your workers to get sales.

They are depending on this money to survive and maintain their livelihood.

If you give them a product such as horse pellets and have them selling your product to nuns . . . then chances are they probably won't take you up on your offer.

Most outsourcers don't like this option because they want to ensure they are getting paid so they can take care of their families, but again – this is simply another option for payment.

In regards to sending them payment – you have a couple different options:

PayPal – PayPal is a good option because most people in the Philippines have a PayPal account.

Plus PayPal allows you to keep a monthly track record of your payments sent which can be printed out and shown to your accountant.



The only thing about PayPal is that your workers will be charged a fee of between \$5 - \$10. If you do the math – that is between 215 – 430 PHP that your employee is losing by just receiving payment from you.

You'll have to send some extra in order to cover that expense on behalf of your employees.

Western Union – Western Union is a good way to send money to your employees if you just need a quick resource to do so.

You'll have to sign up for an account with them in order to track your money each month.

The one thing I like about Western Union is that they allow you to make FREE bank wire transfers without any fees.

The only problem is that it takes about 4 – 5 business days so you'll need to send your payment in advance before the weekend hits and they are unable to retrieve their money.

Payments.ph - Payments.ph is a good way to pay your employees directly to their Ko-card accounts in the Philippines.

It's easy and free to sign up and get started.

You can take this route starting out because it's cheaper than PayPal and a little more secure than sending through western union.

The other cool thing about this option is that once you issue this to your Asian workers they will have no card fees, no bank fees, no monthly minimum balance required on their card.

MoneyGram Global – Global.MoneyGram.com allows you to send money to your virtual assistants as well.

It's very similar to Western Union as there is a flat rate for you to send money.



This is also an option for you to consider when paying your employees.

The next thing next, after they sign your NDA – they will have to sign an employment agreement form.

I've included a sample employment agreement here below:

Virtual Employee Agreement

THIS INDEPENDENT CONTRACTOR'S AGREEMENT (the "Agreement") is made as of DATE by " VIRTUAL EMPLOYEE NAME" (the Independent Contractor), and "YOUR NAME" (company) with its principal place of business at "YOUR BUSINESS ADDRESS".

In consideration of the mutual premises herein contained, YOUR NAME and VIRTUAL EMPLOYEE NAME hereby agree as follows:

SECTION 1: ENGAGEMENT

YOUR NAME hereby engages VIRTUAL EMPLOYEE NAME to render the services, and deliver the reports, according to the schedule and as described in the annexed Exhibit A (collectively, the "Services"). In the event of any conflict between this Agreement and the annexed Exhibit A, this Agreement shall control.

SECTION 2: COMPENSATION

A. In full consideration for the performance of the Services hereunder, and for any rights granted or relinquished by the Independent Contractor under this Agreement, the Company shall pay the Independent Contractor as follows (check as applicable):

A 2 month trial/probation period where contractor will be paid \$120 USD every two weeks on a time and materials basis at the following rates: \$1.56 USD per hour 8 hours per day, and 40 hours per week.

Once 2 month trial/probation period is over, contractor's hourly wage will increase based upon performance of required tasks.

B. Payments shall be preceded by an invoice from the Independent Contractor (to be submitted monthly), which Company shall then pay in the ordinary course.



C. Independent Contractor acknowledges and agrees that, except as provided in this Section 2, it shall not be entitled to, and the Company shall not be obligated to pay, any monies or other compensation for the Services provided and rights granted under this Agreement.

SECTION 3: ASSURANCE OF SERVICES

A. Independent Contractor will assure that the following individuals (the "Virtual Assistant" VIRTUAL EMPLOYEE NAME) will be available to perform, and will perform, the Services hereunder until they are completed (identify by title and name as applicable):

VIRTUAL EMPLOYEE NAME, Virtual Assistant

B. The Key Employees may be changed only with the prior written approval of the Company, which approval shall not be unreasonably withheld.

SECTION 4: INDEPENDENT CONTRACTOR RELATIONSHIP

A. The Independent Contractor agrees to perform the Services hereunder solely as an Independent Contractor. The parties to this Agreement recognize that this Agreement does not create any actual or apparent agency, partnership, franchise, or relationship of employer and employee between the parties. The Independent Contractor is not authorized to enter into or commit the Company to any agreements, and the Independent Contractor shall not represent itself as the agent or legal representative of the YOUR NAME & COMPANY NAME.

B. Further, the Independent Contractor shall not be entitled to participate in any of the Company's benefits, including without limitation any health or retirement plans. The Independent Contractor shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in this Agreement.

C. The Company shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of the Independent Contractor or any other person consulted or employed by the Independent Contractor in performing Services under this Agreement. All such costs shall be Independent Contractor's responsibility.

SECTION 5: PROPRIETARY RIGHTS



A. The Independent Contractor acknowledges that it has no right to or interest in its work or product resulting from the Services performed hereunder, or any of the documents, reports or other materials created by the Independent Contractor in connection with such Services, nor any right to or interest in any copyright therein. The Independent Contractor acknowledges that the Services and the products thereof (hereinafter referred to as the "Materials") have been specially commissioned or ordered by the Company as "works made-for-hire" as that term is used in the Copyright Law of the United States, and that the Company is therefore to be deemed the author of and is the owner of all copyrights in and to such Materials.

B. In the event that such Materials, or any portion thereof, are for any reason deemed not to have been works made-for-hire, the Independent Contractor hereby assigns to the Company any and all right, title, and interest Independent Contractor may have in and to such Materials, including all copyrights, all publishing rights, and all rights to use, reproduce, and otherwise exploit the Materials in any and all formats or media and all channels, whether now known or hereafter created. The Independent Contractor agrees to execute such instruments as the Company may from time to time deem necessary or desirable to evidence, establish, maintain, and protect the Company's ownership of such Materials, and all other rights, title, and interest therein.

C. Notwithstanding the foregoing, the Company acknowledges that the Independent Contractor's ability to carry out the work required is heavily dependent upon the Independent Contractor's past experience in the industry and in providing similar services to others and they expect to continue such work in the future. Subject to the confidentiality provisions of Section 6 below, generic information communicated to the Company in the course of this project either orally, in the form of presentations, or in documents that report such general industry knowledge is not subject to the terms of A & B above.

SECTION 6: CONFIDENTIALITY

A. In connection with the performance of Services hereunder, the Independent Contractor may be exposed to confidential and proprietary information of the Company, whether or not so identified (including without limitation this Agreement). All such confidential and proprietary information shall be subject to the terms and conditions of the Non-Disclosure Agreement, as annexed in Exhibit B.

B. The Independent Contractor shall not, without the prior written consent of the Company, use the Company's name in any advertising or promotional literature or publish any articles relating to the Company, this Agreement, or the Services and shall not otherwise refer to the retention of Independent Contractor to render consulting services hereunder.

SECTION 7: WARRANTIES AND INDEMNIFICATION

A. The Independent Contractor represents and warrants that:



i) The Services shall be performed in accordance with, and shall not violate, applicable laws, rules or regulations, and standards prevailing in the industry and the Independent Contractor shall obtain all permits or permissions required to comply with such laws, rules or regulations;

ii) The Materials shall be original, clear, and presentable in accordance with generally applicable standards in the industry;

iii) The Materials will not contain libelous, injurious, or unlawful material and will not violate or in any way infringe upon the personal or proprietary rights of third parties, including property, contractual, employment, trade secrets, proprietary information, and non-disclosure rights, or any trademark, copyright, or patent, nor will they contain any format, instruction, or information that is inaccurate or injurious to any person, computer system, or machine;

iv) The Independent Contractor has full power and authority to enter into and perform its obligations under this Agreement; this Agreement is a legal, valid, and binding obligation of Independent Contractor, enforceable against it in accordance with its terms (except as may be limited by bankruptcy, insolvency, moratorium, or similar laws affecting creditors' rights generally and equitable remedies); entering into this Agreement will not violate the Charter or By-laws of Independent Contractor or any material contract to which it is a party;

v) The Independent Contractor will perform the Services in accordance with the specifications established by the Company.

B. The Company represents and warrants that it has full power and authority to enter into and perform its obligations under this Agreement; this Agreement is a legal, valid, and binding obligation of the Company, enforceable against it in accordance with its terms (except as may be limited by bankruptcy, insolvency, moratorium, or similar laws affecting creditors' rights generally and equitable remedies); entering into this Agreement will not violate the Charter or By-laws of the Company or any material contract to which it is a party.

C. The Independent Contractor shall comply with all of the Company's standards and procedures when working on-site at the Company, including without limitation, standards relating to security.

D. The Company shall not be liable for injury or death occurring to the Independent Contractor or any of its employees or other assistants in the course of performing this Agreement.



E. The Independent Contractor hereby indemnifies and holds harmless the Company, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever ("Loss") which may in any way arise from the Services performed by the Independent Contractor hereunder, the work of employees of the Independent Contractor while performing the Services of the Independent Contractor hereunder, or any breach or alleged breach by Independent Contractor of this Agreement, including the warranties set forth herein. The Company shall retain control over the defense of, and any resolution or settlement relating to, such Loss. The Independent Contractor will cooperate with the Company and provide reasonable assistance in defending any such claim.

SECTION 8: TERM AND TERMINATION

A. The term of this Agreement shall commence on the date hereof and shall continue until the Independent Contractor satisfactorily completes performance of the Services (hereinafter the "Term").

B. This Agreement may be terminated:

i) by either party upon fifteen (15) days prior written notice if the other party breaches or is in default of any obligation hereunder and such default has not been cured within such fifteen (15) day period

ii) by the Company at any time during the Term for any reason (or no reason) upon ten (10) days written notice.

C. Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of service resulting, directly or indirectly, from acts of God, civil or military authority, acts of the public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, the elements, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation or any causes beyond the control of such party.

D. Upon termination by either party, Independent Consultant shall provide to Company any and all copies, in whole or in part, of the Materials (as they then exist) and any and all tangible materials the Company provided to the Independent Consultant in connection with this Agreement.

SECTION 9: DAMAGES AND REMEDIES



A. In the event of termination of this Agreement by the Company pursuant to Section 8.B (i), the Company shall have all remedies available to it at law and in equity. Any and all Materials prepared for and/or delivered to the Company prior to termination shall remain the property of the Company.

B. In the event of termination pursuant to Section 8.B (ii), and provided that Independent Contractor is not in material breach of its obligations hereunder, the Independent Contractor shall be entitled to keep all monies already paid pursuant to Section 2 and the Company's sole obligation shall be to pay Independent Contractor the amount due for Services already acceptably performed and Materials already accepted, pro rata. In no event shall the Company be liable for any lost profits or consequential, incidental or special damages.

C. The Independent Contractor waives any and all right to injunctive relief in the event of any dispute with the Company, and the Independent Contractor's sole remedy in such a dispute shall be at law.

Section 10: GENERAL TERMS

A. This Agreement shall be governed and construed in accordance with the laws of the State of Florida applicable to contracts made and fully performed therein, and the state and federal courts located in _____ shall have exclusive jurisdiction of all suits and proceedings arising out of or in connection with this agreement. Both parties hereby submit to the jurisdiction of said courts for purposes of any such suit or proceeding, and waive any claim that any such forum is an inconvenient forum.

B. Any notices to either party under this Agreement shall be in writing and delivered by hand or sent by nationally recognized messenger service, or by registered or certified mail, return receipt requested, to the address set forth above or to such other address as that party may hereafter designate by notice. Notice shall be effective when received, which shall be no greater than one (1) business day after being sent by a nationally recognized messenger service or three days after being sent by mail.

C. The Company may freely assign this Agreement, in whole or in part. The Independent Contractor may not, without the written consent of the Company, assign, subcontract, or delegate its obligations under this Agreement, except that the Independent Contractor may transfer the right only to receive any amounts which may be payable to it for performance under this Agreement, and then only after receipt by the Company of written notice of such assignment or transfer. This Agreement shall be binding upon and inure to the benefit of the parties' successors and assigns.

D. The waiver by either party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any subsequent or other breach or violation.



E. Following the expiration or termination of this Agreement, whether by its terms, operation of law, or otherwise, the terms and conditions set forth, as well as any term, provision, or condition required for the interpretation of this Agreement or necessary for the full observation and performance by each party hereto of all rights and obligations arising prior to the date of termination, shall survive such expiration or termination.

F. This Agreement represents the entire Agreement between the parties. The Agreement may not be amended, changed, or supplemented in any way except by written Agreement signed by both parties.

G. Independent contractor must send me daily email and be willing to communicate via Skype on a daily basis. Contractor must provide reports statistics of all tasks completed and not-completed. Contractor must also be able to give specific data about daily reports.

H. Contractor must send company an invoice every two weeks for payment. Once invoice is sent (every two weeks by contractor) company will make authorized payment to contractor.

I. Contractor must notify company ahead of time before taking days off. Days off will be granted as long as company is informed prior to contractors vacation time, sick time, etc. Contractor will be granted at least 10 paid vacation days per 12 month working period.

By: _____ YOUR NAME

Title: _____ President & CEO

By: _____ Virtual Employee

Title: _____ VIRTUAL EMPLOYEE NAME

So they sign the employment agreement, then you let them know up front what you will expect from them:

1. I expect 1 daily report of your work



2. I expect you to work a full 8 hours per day on your daily tasks
3. I expect you to over deliver and do your best on the job
4. If you don't know how to do something, find the answer and get it done – NO EXCUSES
5. I expect you to work hard to accomplish each of your individual goals, and company goals
6. I expect you to work with the highest quality service you possibly can
7. I expect you to be using Timeproof (or TimeDoctore, or Hubstaff) to monitor your time while you work
8. I expect you to help our business get results day in and day out
9. I expect you to send me an invoice every second Thursday of the month for payment

And just like that you will set the tone even before they begin working for you.

Also this establishes you as a leader in your own business, and in their eyes.

Once they sign the required documents, and understand what you expect – I recommend you come up with some employee rules or specs for your individual business.

Everyone is different, you don't have to . . . but it's what can separate your company as it grows from everyone else's business.

And just for safety measures I recommend that you create a second email account, second social media accounts, second PayPal account, and so forth.

Although Filipino's are very loyal people, you still have to cover yourself in all cases.

I had a colleague of mine who shared her info with her V.A. a while back, then she fired her.

Once she was terminated, my colleague experienced random people logging into her primary email account and tampering with things.

In order to avoid this completely, create secondary accounts and give that information out if you plan on sharing it with your employees.



Now the majority of Filipinos I've worked with are very loyal, and trustworthy people.

However, like my dad told me as a boy when I would ask him "Daddy does that nice little dog bite?"

He told me, and I'll never forget it . . .

"Son, anything with teeth bites."

Trust your intuition when giving out private information about your primary accounts.

I will say, my virtual employees do have access to my primary email account because we've been working together for some time, and I trust them.

Trusting your employees with your bank accounts, credit card info, and so forth can be done without having to worry.



Step #7 - Digital CEO Life & Beyond

You've done it – you hired your first virtual employee and now you are officially **The Digital CEO**.

You see that wasn't so hard right? RIGHT!

Key is if you've taken action – then you will be feeling a bit euphoric right now.

You are a large step closer to freeing up your time, and building a full time online income.

Now if you have not taken any of the steps – then you need to go back – follow steps 1 – 6 until you've completed everything and have your first virtual Filipino employee.

The next step is going to be to send them daily tasks that are important to your overall business development.

These could include, SEO, crafting auto responder emails, generating traffic via PPC, solo ads, PPV, etc. You want to have them focusing on income producing activities.

Also you want to have them using Timeproof, or some other time tracking software every single day.

It's easy and FREE to use as long as you have your account active with Onlinejobs.ph.

You can also download and use TimeDoctore, RescueTime, Hubstaff, and others. These software's do offer free trials to get started.

What I really like about this type of software is that it will track your employees' time, and operations while working on the clock for you.

It allows you see what they are doing, and also to get better sleep knowing whether or not your workers are working.



Simply go to onlinejobs.ph and click on the tab that says TimeProof. You'll be brought here:

TimeProof: Sleep Better Knowing you're Protected

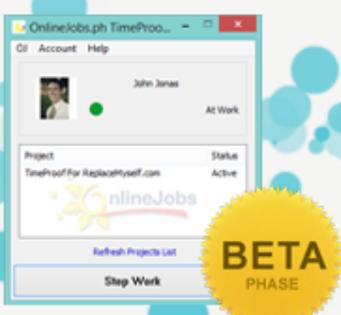
BETA

TimeProof for Workers:

- Proof For Getting Paid
- Automatic Time Tracking
- Automatic Reporting
- Automatic Screenshots
- **Automatic Proof**

TimeProof for Employers:

- Tracks Employee Time
- See Screenshots Of Work Time
- Nothing to download
- No Guesswork or "Hunches"



DOWNLOAD TIMEPROOF > **INVITE WORKERS >**

Absolutely 100% Free

TimeProof automatically tracks your employees work time, and takes screenshots of their computer which is fantastic for tracking.



Plus it lets you know exactly what they're working on, and how much time they're spending.

Once you download it, send an invitation to your employees.

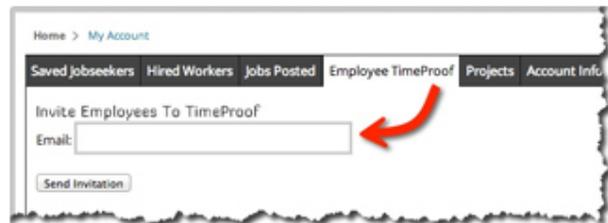
TimeProof software records when you work and reports your time to your employer.

It takes screenshots of your desktop at random intervals to prove your efforts to your employer. It's easy to use and add trust between both you and your employer.

How it works:

Step 1: [Invite Workers To TimeProof](#)

Enter worker email addresses. We'll invite them to download and use TimeProof for you.



Step 2: [Workers Download TimeProof Client](#)



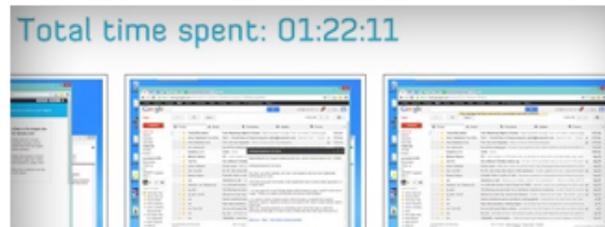


Step 3: Workers Login and Start Working

Workers login to the TimeProof app using their OnlineJobs.ph account. What could be easier?

Step 4: Sleep Better

Time and screenshots are automatically loaded into your OnlineJobs.ph account. Both employer and worker sleep better having proof of the work that's being done.



Once your virtual employees download this software you'll be able to see when your workers log in and start working for you.

It's a great way to track their work flow without spending tons of money on expensive software.

When it comes to sending your daily tasks please see the bonus section for exactly what you should be sending to your virtual assistants daily in order to improve and increase your ROI.

At this point your most important focus is to manage your employees, and help them improve the process to getting results.

As you grow, you can hire managers to recruit, hire, and train new employees so you remove yourself from your business – and it runs on auto-pilot without you.

So you have your virtual employee running your business and making you money for you . . .



It's time to develop some hobbies and fill that new time with something you really enjoy doing.

Like traveling (which I love with a passion), hiking, mountain bike riding, sports, building ships in glass bottles, learning other languages, and so forth.

And essentially design yourself a new lifestyle because your time will be free thanks to your Virtual assistant running the show for you.



Chapter #4 – Job Well Done!

Now I want to say congratulations for making it to the very end of this report which I know you found some good value in.

The bonuses included in this package will be worth more than you paid for this report I'm sure you'll find.

And you can hand them off to your Virtual Assistant to begin making money with.



I want to let you know that I have a powerful video and program teaching you how to **Create** your business, **Automate** the system, **Dominate** the market, while **You** do what You love using this very same principle of outsourcing.



It's a much more in depth program that literally holds you by the hand and shows you how to build a business while doing things you really enjoy in your life.

Not only does the program cover how to outsource in depth – it also shows you how to easily create a product without writing, or manufacturing it yourself.

It shows you how to craft an offer that people actually want and need.

The program covers how to drive targeted traffic to your offers in ways that the average person is not exposed to on an everyday basis.

It shows you how to get yourself on CNN's website for FREE anytime that you want and become an international authority overnight.

You'll discover a traffic generation strategy that allowed me to generate 5,000 targeted leads over night for less than \$500.

This will be one of the most powerful solutions to your traffic problems.

You'll learn how to outsource more thoroughly and get a detailed step by step video coaching series on exactly how to hire the absolute best virtual employee.



You'll learn how to dominate your marketplace by using an extremely effective strategy to launch any product and get yourself on the ground and running with little to no expense on your end!

This method alone has generated \$22,000 in sales in only 4 days for a colleague of mine.

You'll discover how to start an ecommerce site sourcing products directly from the top manufacturers in China and other Asian countries.

And you'll be given direct contact information to a product sourcing company who will connect you with the best product manufacturers in Asia for **FREE!**

Now if in fact you found some form of value in this report . . .

Then you will really like what I have to offer you in my VIP Mastermind Coaching Program!

In order to get started [click on this link](#), and you'll be taken to a page giving you the opportunity to apply for a FREE strategy session and learn more about the C.A.D.Y. Strategy which is the corner stone of my "Be The **Digital CEO**" trademark.

Get started today and learn more about how the C.A.D.Y. Strategy can help you **Create** your business, **Automate** the system, **Dominate** the market, while **You** do what You love.

Now back to our regularly scheduled program!



Conclusion

I hope **you've really enjoyed this report. I really put my heart into it – because I love what I do.**

And at the time of writing this report, I am no guru – nor am I some rich tycoon who drinks champagne for breakfast and hangs out on my own private island with servants.

I'm simply a young online entrepreneur who's discovered a new way of life for myself, my clients, and my business by outsourcing to the Philippines – and more importantly looking to share it with you.

The key to this entire report is that you go out and you follow the directions listed within.

Use the Copy & Paste emails, and hire your first virtual assistant using the strategies contained inside this report.

You have the power now to advance and conquer your marketplace!

TAKE ALL OUT MASSIVE ACTION!

So I look forward to seeing and hearing about your awesome results hiring your first, second, third, and teams of outsourcers.

The best feeling is to know you've helped someone else provide a better way of life for themselves, and for their family.

You will sleep so much better knowing that now your outsourcer can pay their rent, they can buy a pizza, they can put food on the table and in the fridge, they can buy their babies some diapers, they can pay the light bill and flick on the lights, that they can pay their water bill and take a shower and brush their teeth, that they can go to the movies, or buy that new car, or put their children through college because you provided a way of life for them by giving them a job.



I hope that above all else, the previous paragraph gives you more motivation to get started hiring your first outsourcer.

I look forward to meeting you with your success story.

***BOSS STATUS,
Michael Baptiste
'The Digital CEO'***



P.S. If you ever feel the need to reach out to me, then please do so by sending me an email anytime you'd like at info@bethedigitalceo.com – I'd love to hear from you and hear how this report has changed your life and your business. Take action, feel good, and get those results baby. Take care.

P.P.S. I'll be doing a video presentation here telling you the story of how I got started with this whole outsourcing malarkey, and the origins of my internet marketing career.

P.P.P.S. I know there are 3 of these P.S.'s at the end. But let me know what you thought about this report. Drop me a testimonial on the forum, or on my website about this report. That is all for now, I am out – Like A BOSS!



Resources & Recommendations

http://www.amazon.com/Outsource-Douglas-G-Hearle/dp/1495125238/ref=sr_1_1?ie=UTF8&qid=1417794702&sr=8-1&keywords=outsource

http://www.amazon.com/Outsource-This-Now-Profits-Outsourcing-ebook/dp/BooH4HHY56/ref=sr_1_2?ie=UTF8&qid=1417794702&sr=8-2&keywords=outsource

http://www.amazon.com/Outsourced-Asif-Basra/dp/Boo4W3WGJE/ref=sr_1_5?ie=UTF8&qid=1417794702&sr=8-5&keywords=outsource

http://www.amazon.com/Virtual-Freedom-Become-Productive-Business-ebook/dp/BooHZNSXHW/ref=sr_1_6?ie=UTF8&qid=1417794702&sr=8-6&keywords=outsource

http://www.amazon.com/Outsource-Smart-Without-Letting-Business/dp/0071799796/ref=sr_1_7?ie=UTF8&qid=1417794702&sr=8-7&keywords=outsource

http://www.amazon.com/Outsourcing-Outsource-Productive-Financial-Otsourcing-ebook/dp/BooN447UMU/ref=sr_1_8?ie=UTF8&qid=1417794702&sr=8-8&keywords=outsource

http://www.amazon.com/Outsourcing-Bloggers-Effectively-Quickly-Blogging-ebook/dp/BooPSPG2WW/ref=sr_1_15?ie=UTF8&qid=1417794702&sr=8-15&keywords=outsource

http://www.amazon.com/Ultimate-Beginners-Guide-Outsourcing-freelancers-ebook/dp/BooPHTSYIO/ref=sr_1_16?ie=UTF8&qid=1417794702&sr=8-16&keywords=outsource



http://www.amazon.com/SEO-Expert-Strategies-Consultant-Outsource-ebook/dp/BooOEKE882/ref=sr_1_22?ie=UTF8&qid=1417794759&sr=8-22&keywords=outsource

http://www.amazon.com/Ultimate-Guide-Smart-Outsourcing-Increase-ebook/dp/BooONBXAJU/ref=sr_1_29?ie=UTF8&qid=1417794759&sr=8-29&keywords=outsource

http://www.amazon.com/Outsource-Synergy-Video-TRAINING-Multiply/dp/BooHQITAUo/ref=sr_1_39?ie=UTF8&qid=1417794776&sr=8-39&keywords=outsource

http://www.amazon.com/Optimize-Automate-Outsource-Everything-Your/dp/1502515512/ref=sr_1_42?ie=UTF8&qid=1417794776&sr=8-42&keywords=outsource

http://www.amazon.com/Outsource-Business-Considerable-Benefits-Outsourcing/dp/1502985853/ref=sr_1_45?ie=UTF8&qid=1417794776&sr=8-45&keywords=outsource

http://www.amazon.com/Start-Outsourcing-Today-Business-Entrepreneurs-ebook/dp/BooOUKMoeQ/ref=sr_1_48?ie=UTF8&qid=1417794776&sr=8-48&keywords=outsource

http://www.amazon.com/Outsourcing-Entrepreneurs-Technological-Mercenaries-Outsourcers-ebook/dp/BooLVYZoZE/ref=sr_1_52?ie=UTF8&qid=1417795000&sr=8-52&keywords=outsource

http://www.amazon.com/Outsource-Your-Internet-Business-Outsourced/dp/061547893X/ref=sr_1_54?ie=UTF8&qid=1417795000&sr=8-54&keywords=outsource



http://www.amazon.com/4-Hour-Workweek-Anywhere-Expanded-Updated/dp/0307465357/ref=sr_1_64?ie=UTF8&qid=1417795000&sr=8-64&keywords=outsource

Project Management

<https://www.wrike.com/>

<https://www.teamwork.com/>

<https://freedcamp.com/>

<https://www.zoho.com/projects/>

<https://redbooth.com/>

<https://www.projecturf.com/>

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

<https://basecamp.com/>

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

<http://lighthouseapp.com/>

<http://goplanapp.com/>

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

<https://trello.com/>

Online Storage Sites

<https://www.box.com/>

<https://www.bitcasa.com/how-it-works>



<https://www.dropbox.com/>

<https://evernote.com/>

<https://drive.google.com/#my-drive>

<https://www.icloud.com/>

<https://mega.co.nz/>

<https://onedrive.live.com/about/en-us/>

Additional Outsourcing Website

<http://taskarmy.com/>

<http://www.rent-acoder.com/index.php>

<https://www.taskrabbit.com/>

<https://www.freelancer.com/>

<https://www.mturk.com/mturk/welcome>

<http://www.agentsolo.com/ca/en/>

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

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

<https://www.designquote.net/>

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

<http://studio.envato.com/freelance-switch>

<https://www.hiretheworld.com/>



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

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

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

<http://www.project4hire.com/>