



Editor's Note

Caroline Jarzabek

CMJ Virtual Office Manager

I can hardly believe that another year has arrived and that we are almost officially into spring. I don't know where the time has gone.

There has been a lot going on since the last newsletter, including the start up and launch of the Webinars, planning for FoVA and OIVAC and there is a lot more being planned at CVAC to help promote the membership.

I hope you enjoy this issue and feel free to share a copy with your colleagues, friends and clients.

Happy reading!

Warmly,
Caroline. ❖

Founders' Note

Elayne Whitfield, CCVA, MVA, PREVA
Executive Assistance

Janice Byer, CCVA, MVA
Docu-Type Administrative and Web Design Services

Well, another year is well underway and most of us are finally seeing some warmer temperatures (well, warmer than the beginning of January) and looking forward to perhaps getting the laptop and sitting outside to get some work done.

Here at CVAC, we started this New Year off with meetings of our Steering Committee (those selfless members who take time out of their busy schedules to help us grow CVAC and offer you an abundance of helpful information and resources). We are both really excited about those who have joined us this year and the input that has already offered. We will have a whole bunch of new things to share with you as we get them into place. In the interim, have a look at the Executive page on the CVAC website to meet the members of the Steering Committee.

We are always looking for volunteers to help make CVAC even better so if you have a little bit of time, please let us know by emailing volunteer@cvac.ca.

Our Webinar committee has been really busy, as you may have guessed by the new webinars that we have been offering. Have a look at <http://www.cvac.ca/teleclasses.php> for current webinars and there is also a link to Archives in case you missed any.

And finally, we want to thank all those people who have purchased our book, *How to Build a Successful Virtual Assistant Business*, and sent us wonderful notes about how valuable the information has been for you. As an update, we now not only offer a Canadian version that includes province specific business registration information, but also have an international version so be sure to share the following link with VAs around the world... www.howtobuildavirtualassistantbusiness.com

Janice D. Byer, CCVA, MVA
Elayne Whitfield-Parr, CCVA, MVA
Founders' of CVAC - www.cvac.ca
Connecting Canadian VAs with the world... virtually! ❖

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CVAC Virtual Resources
Karen Bowman, West Coastway Consulting Inc.

Welcome to the NEW CVAC Virtual Resources section of the quarterly newsletter.

There is a variety of software available to Virtual Assistants. Although the CVAC Forum is a popular location for the frequent sharing of software suggestions, it was decided to provide CVAC members with one 'go-to' location for this valuable information.

Here you will find a list of software, broken down into four categories related to cost, to help run your businesses. Please submit your recommendations and note the appropriate category as below to:
Karen@westcoastway.com

Note: CVAC cannot assume responsibility for the effectiveness or reliability of any software listed. Independent verification is recommended.

Open Source Software/Freeware – Full Versions

Web Design:

www.nvu.com (similar to Dreamweaver)

Web Authoring:

<http://www.kompozer.net> (NVU's unofficial bug-fix release)

Image Manipulation:

www.gimp.org (similar to Fireworks) Note: Version 2.6.5 Released 2009-02-15

Document Conversion Utilities: www.omniformat.com

(from Software 995); www.primopdf.com;

<http://www.pdf995.com>

Transcription:

<http://www.nch.com.au/scribe> (Express Scribe)

Blog:

www.wordpress.com;

MindMapping:

http://freemind.sourceforge.net/wiki/index.php/Main_Page

Free Basic & Free Trial

Time Management: www.myhours.com;

www.clientspot.com

Remote Access: www.logmein.com

System Backup: www.mozy.com

Surveys: www.surveymonkey.com

Online Intranet Systems: www.weboffice.com

FTP: www.smartftp.com

Webinars: www.dimdim.com; www.yugma.com

Conference Calls: www.freeconference.com

Affordable

Email Marketing:

www.aweber.com; www.constantcontact.com;

www.verticalresponse.com

Send/Receive/Track Files:

www.yousendit.com

Costly but Worth It:

Adobe Acrobat Pro

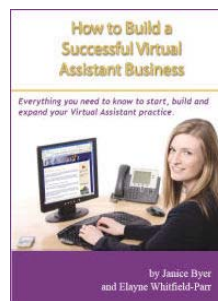
www.adobe.com/products/acrobatpro ❖

A Warm Welcome to our new CVAC Full Members:

- Iryna Alforova
- Dana Antonini
- Jackie Azure-Townsend
- Maureen Bolton
- Rhea Burns
- Ginette Charlebois
- Crystal Coleman
- Eleanor Collier
- Vashti Dewar
- Patricia Eales
- Jean Granger
- Helen Hahn
- Christiane Jechoux
- Angie Kwade
- Mimi Lodoen
- Shelley McKay
- Elena Mesina
- Amy Smart
- Judy Sprague
- Melissa Talbot
- Kari Thiesen

Welcome to all of the new partial members. Why not upgrade and take advantage of all the great benefits of full membership. ❖

Janice Byer and Elayne Whitfield-Parr, co-authors of *How to Build a Successful Virtual Assistant Business* (www.howtobuildavirtualassistantbusiness.com), are the co-founders of the Canadian Virtual Assistant Connection (www.cvac.ca). They also own and operate their own busy individual VA practices but have dedicated a tremendous amount of their careers to helping other Virtual Assistants around the world to start, build and expand their own businesses and enjoy the satisfaction of being a part of such a wonderful industry. ❖



Webinar Announcement

Submitted by: Della Bercovitch

Monday, September 22nd, 2008 - CVAC was pleased to have Sheri Andrunyk as our first guest speaker. Her topic was Marketing 101. Sheri spoke about making a first great impression, business philosophy and how to build connections with language and colour. Sheri provided us with insights on the use of websites, blogs and the cutting edge technology of streaming video.

Tuesday, December 2nd, 2008 - We were delighted to Heather Antoine talk to us on Blogging. Heather enlightened us on:

- What types of blogs are there?
- What are the benefits of blogging?
- What is the anatomy of a blog?
- What is the best blogging software to use?
- How should I get started?

Thursday, February 12th, 2009 - CVAC welcomed back Heather Antoine who covered the following topics on WordPress:

1. What is WordPress?
2. Quick look at WordPress Features/Plugins
3. Should you install WordPress to your website or create an account at WordPress?
4. How do you plan on using WordPress?
5. Taking a look at the administrator WordPress panel/dashboard
6. Working with Presentation & Themes
7. Writing your first blog post
8. How to educate yourself on the rest - Read, read, read!

Tuesday, March 10th, 2009 at 1:00p.m. EST - CVAC welcomed Craig Cannings of VAClassroom.com who spoke about Seven Ways to Profit from the Social Media Boom in 2009.

This webinar, covered 7 "in-demand" services you might consider offering your new and existing clients in 2009! In addition, Craig showed how you can apply these seven skills to your own business in order to reach more clients and build your VA business.

The above previous Webinar recordings are available on the CVAC website for download!

Tuesday, March 24th, 2009 at 2:00p.m. EST - Heather Antoine will provide us with more information on Joomla.

Tuesday, April 28th, 2009 at 1:00p.m. EST - Craig Cannings will give a presentation on Internet Marketing.

All classes are web-based as such come to you live from your desktop. Complete instructions are provided upon registration.

There is a nominal fee which is applied to merely cover the operational costs.

Della Bercovitch, Committee Chair
Della-gate - della@della-gate.com

Zana Gordon
ZJG Consulting Group Inc.- zgordon@zjgconsultinggroup.com

Caroline Jarzabek
CMJ Virtual Office Manager - caroline@clickawayva.com ❖

The 4th Annual Online International Virtual Assistants Convention

**Thursday, May 14, 2009 ~ Saturday, May 16, 2009
8 a.m. to 12 midnight, Daily**

The 4th Annual Online International Virtual Assistants Convention ("OIVAC"), coming to you from the [Alliance for Virtual Businesses](#), is a cost-effective, education and training experience you won't want to miss.

Presented completely online, this year's theme is "**Everything Old is New Again: How to Enhance Your VA Practice Using the Latest in Technology and Communication**".

In addition to topics such as social networking, fundamentals of copywriting, 1 Shopping Cart, QuickBooks and tracking software like Google and WordTracker, OIVAC attendees will also access never-before-seen training on W3C Validation, comparative analysis and CSS. Product demonstrations, seminars on business planning and marketing, and other informative and business enhancing topics will be offered. To see the full schedule, please visit www.oivac.com

Motivational speakers, cutting-edge workshops, stimulating networking sessions, and eye-catching exhibit halls and tradeshow booths are all available on an around-the-clock and across country lines basis. Yes, it's true!

A "live" event such as this is presented entirely via the Internet, while you sit at your desk, in your favourite lounge chair, on the floor or some other convenient location where you might put your laptop or desktop computer.

An online Convention like this is the latest convenience-stimulator. Attendees share easy access and minimal strain on the budget. Cost savings like no travel/airport expenses or hassles especially stand out. In addition, with no hotel bills and other hidden expenses you arrive at the Convention and "home again", without jet lag or other travel fatigue. Food and drink are on you when you want; and, if you snooze no one knows but you.

Imagine yourself sitting in front of your computer connected to like-minded VAs and industry leaders around the world. It doesn't get much better than this. And, you get to be a part of it with a click or two of your mouse!

Plan on attending this great yearly event, it is a worthwhile opportunity to listen, learn and network with seasoned VAs from around the world.

For more information on OIVAC, or to pick up the OIVAC 2009 banner for display on your website, please visit www.oivac.com



JOIN CVAC

BECOME A MEMBER

CVAC is by Canadian VAs, for Canadian VAs. Members of CVAC are in a variety of stages of running their Virtual Assistance businesses in Canada. Some have just started, while others have been at it for some time. By being in these different stages, we can share the do's and don'ts of running your business. Veteran VAs have "been there and done that" so they can enlighten others as to what works and what doesn't. New VAs have a fresh perspective and bring new ideas to the group.

Whether you are already established in the VA industry, just opened your virtual business, or are in the research process of setting up your own VA practice and are seeking guidance, CVAC is for you!

Read more about the benefits of joining CVAC at <http://www.cvac.ca/member.php> ❖

CALENDAR OF EVENTS

Newmarket Lunch

1st Wednesday of every month

The Buttery – North East Corner of Davis Drive and Yonge Street.

17565 Yonge Street, Newmarket – 905-836-0300
12:00 p.m. Noon.

GTA VA Breakfast

3rd Saturday of every month

Perkins Family Restaurant (Holiday Inn)
Dixon and Martingrove

600 Dixon Road – 416-240-9741

Durham CVAC Luncheon

4th Thursday of every month

Kelsey's – Brock Road and 401
In Pickering.

Please let us know of any events in your area ❖

MEMBERSHIP RENEWALS

Remember that your membership with CVAC has a yearly renewal. If you are unsure of your renewal date, please contact founders@cvac.ca. You can renew your membership at <http://www.cvac.ca/renewal.php>

We will send out several reminders and if we fail to get a response, our system will eliminate your email address from the full member's announcement list (where the RFPs are sent), disable your password for the member's only area of the website, and delete your contact information from the member directory.

DON'T FORGET TO RENEW YOUR MEMBERSHIP! ❖

Motivational Quotes

"Many persons have a wrong idea of what constitutes true happiness. It is not attained through self-gratification but through fidelity to a worthy purpose."

Helen Keller

1880-968, Blind/Deaf Author and Lecturer

"Winners are losers who got up and gave it one more try."

Dennis DeYoung

Rock Musician and Songwriter

"It's the little things you do that can make a big difference. What are you attempting to accomplish? What little thing can you do today that will make you more effective? You are probably only one step away from greatness."

Bob Proctor

Author and Speaker

"There are no hopeless situations; there are only people who have grown hopeless about them."

Clare Boothe Luce

1902-1987, American Diplomat and Writer

"Hold yourself responsible for a higher standard than anybody else expects of you."

Henry Ward Beecher

1813-1887, Preacher and Writer

"The important thing is not being afraid to take a chance. Remember, the greatest failure is to not try. Once you find something you love to do, be the best at doing it."

Debbi Fields,

Founder of Mrs. Fields Cookies

"Fix your eyes forward on what you can do, not back on what you cannot change."

Tom Clancy

Author ❖

CVAC SHOP – Support CVAC and the VA industry with these cool, high-quality products sporting the CVAC logo. You will be amazed how many people will ask you, “What is the Canadian Virtual Assistant Connection?”, or “What is a Virtual Assistant?” and then you can tell them the benefits of working with a VA, such as yourself.

Visit <http://www.cafepress.com/cvacshop> to get your t-shirt, hat, mousepad and more!
❖

CVAC is proud to have acquired special rates for benefit plans for our members. As a full member of CVAC, you can now get health insurance and more at wonderful rates for full members at <http://www.cvac.ca> and go to the full members’ page. ❖

Don’t want the expense of a fax machine? CVAC and MyFax have teamed up to offer an Email-based fax service for our members. Click here for more information <http://www.myfax.com/affiliates/index.asp?aff=4860&bid=3> ❖

CVAC now has an exclusive arrangement with I'm InTouch to offer their remote access solution to our members at a discounted price and extended length of usage. Read more and download your 30-day trial version at <http://www.cvac.ca/imintouch.php> ❖

CVAC Mentoring Program - The CVAC Mentoring Program is a full-member benefit and it is meant to assist both newcomers and existing VA’s in their search for sustainable self-employment, by matching them with mentors who have greater professional experience. If you would like to be matched up with a mentor or can offer your help as a mentor, please visit <http://www.cvac.ca/mentoring.php> ❖

For more exciting benefits, offers and E-books go to the full members’ page at <http://www.cvac.ca>.

Not a full member yet? Why not join now and take advantage of all these exciting benefits!
❖

A Little Humour

I can't respond to any emails today, something has crashed on my computer!



WEBINARS

The Webinar committee has been formed and is now actively putting together an exciting lineup of talented speakers, to motivate and inform CVAC Members.

If you are interested in being a speaker, or have any suggestions, please contact Della - della@della-gate.com ❖

CVAC Is Looking For Your Feedback

- What is the CVAC Website missing?
- What types of resources would you like to see on the website to help you build your business?
- Any other comments or feedback?

Please e-mail founders@CVAC.ca with your ideas and comments. ❖

How to Write an Effective Newsletter

Clate Mask

If you're like most companies, you're not using your newsletter for the marketing tool it is. You see many companies produce newsletters. But after a while, the purpose of the newsletter is lost and so is its impact. Here are a few tips for turning your newsletter into a powerful marketing strategy.

1. Determine what your readers' want - too many newsletters are used simply to boast. Although your newsletter should promote your business, it's also a time to build your relationship with your prospects and customers. Be sure to discuss topics of interest and value for your customers and prospects.

2. Personalize your newsletter - there are hundreds of newsletters circulating on the Internet and in the mail. You need to make your newsletter stand out from the crowd. Making your newsletter uniquely you will make a difference. So be real. Feel free to include personality and emotion in your newsletter.

3. Make it look good - the visual aspect of your newsletter can make all the difference. Make it brief. (You only have the reader's attention for a few minutes.) Use bullets and appealing headlines. And include graphics.

4. Let your readers give you their opinion - ask your readers to comment on the newsletter. They will tell you what they liked, disliked, or want to see more of. Additionally, the interaction with your readers draws you closer to a sale.

5. Include your contact information - the ultimate purpose of the newsletter is to get more customers (through name recognition, relationship building, and promoting your products). However, without your contact information, those potential customers will never appear.

Create a newsletter worthy of your company and you'll drive your readers to future sales. Make it simple, make it short, and make it a powerful tool that reflects you and your business!

Clate Mask is the President of Infusionsoft, a web-based software that automates your marketing, sales and customer relationships. To find out more please visit Clate's website at: www.infusionsoft.com ❖

Spring cleaning 101

Donna Harwood, The Office Tutor

If you have lots of email with attachments, save any necessary attachments in you're my Documents and then delete the attachment from your email (right click on it and select remove or cut). This will save you considerable space in your email program.

Go through your Address Book or Contacts and see if you really know who everyone is that's in there. (*I'm sure there are some you can clean out.*)

As a final step you will need to compress your data - go to Tools, Options, click on the Mail Setup tab and select Data Files. Select your Data File in the left pane and click on Settings, Compact Now.

Just like I "donate" my clothes I haven't worn for a few years, I archive or delete my old files. If you are nervous about deleting them, perhaps just burn them onto a CD or DVD so you can retrieve them in the future, if needed.

Now that everything is neat and tidy, BACK UP all your important data (My Documents, Outlook PST file, etc.).

Donna Harwood is a Microsoft Certified Trainer and offers one on one training in all levels of Microsoft Applications. You can visit her website at: www.theofficetutor.com or email: Donna@theofficetutor.com to be added to her Newsletter distribution list to receive timely tips like this one. ❖

Advertise on CVAC

If you are looking to subcontract to other VAs, what better way to reach them than to advertise on CVAC. Or place an ad on our member directory page or our RFP page to reach all of those potential clients looking for a VA.

For as little as \$25.00/month you can place your banner on our website where your fellow VAs can find you when they're looking for some extra help.

If you'd prefer to advertise in our newsletter, the cost is only \$10.00 per issue for a small banner. We'll even design the banner for you if necessary. For more information please go to: www.cvac.ca/advertise.php. ❖

CVAC talks to Barb Lang, Director of the FORUM on VIRTUAL ASSISTANCE.

Tell us about yourself and why you started FoVA:

My name is Barb Lang and I am the owner of Virtually Anything-Administrative Services. I've been a full time VA since July 2002 and love every minute of it! Despite most VA's working in isolation, the support and sense of belonging offered by associations like CVAC helps me to feel part of a global community. Like most VA's, I came from a long time corporate EA background and in 2002, I decided that I needed to embark on a different path.

As part of my desire for continuous improvement and to keep up with the ever changing developments in our industry, I looked for ways to meet other VAs, either online or in person. In late 2007, I literally woke up at 3 a.m. one morning and thought about the type of event that might most benefit a VA just like me, after all, I consider myself a typical example of a VA who has been doing this for awhile but whose business experiences challenges with growth.

Early on in my VA career, I attended some of the association events that were out there and as a newbie, the information and contacts that I made were immeasurable. At this stage in my company though, I really wanted a more neutral event that wasn't specific to any one association and could be seen as a "one stop shop" for VA information. I craved an event where I could really delve deeply into issues affecting our industry and day to day operations AND pick the brains of the best and brightest of our profession. VA's who had truly established themselves as experts and that I truly admired. I also wanted to meet as many training program developers, VA book authors and VA association founders under one roof as I could so that I could ask all of the my questions and make an informed decision on what was right specifically for me. The idea of FoVA was born.

I knew that there was a good concentration of VA's living in Ontario Canada (where I live) and I decided to put together a Forum where we could all get together and sink our teeth into the relevant and critical issues. Originally, I had expected to attract 30 – 40 Ontario VAs. I booked the venue for May 2008 and started making some very intimidating calls to the Leaders of our industry. To my amazement, not only did these industry leaders embrace the idea of a Forum but they very generously agreed to facilitate sessions and workshops that demonstrated their specialized expertise. To my further amazement, with very little marketing, VA's from all over North America began to register and before I knew it, I had to cap attendance at 78 since the meeting rooms booked couldn't accommodate any more people.

How did the 2008 event turn out in the end?

I can't express how grateful I was to the session leaders and all of the participants for embracing the concept wholeheartedly. Everyone shared everything they knew and the result was a huge success. I received such enthusiastic feedback that I decided that we needed another one in 2009.

Where and when is FoVA '09?

I've moved it from Toronto to the beautiful and inspiring Niagara Falls, ON. I wanted to change it up a bit and I also thought that

it might make it more convenient (and economical) for U.S. participants to fly in to Buffalo, NY and just come across the border. It will save them "international" airfares and the venue is just 30 minutes from the Buffalo airport, door to door. I've also moved FoVA to June (June 3-7) as the weather will be nicer and more Session Leaders (SL's) will be available at that time.

Are there any changes this year?

Wow! Tons of them! I received fantastic feedback after FoVA '08 and I have implemented most of the suggestions. This year, we have 4 HUGE SL's who will each be running full day workshops. Kathie Thomas will actually fly in all the way from Australia to run her day long session! I am SO unbelievably grateful to Kathie for taking this on. I also will be welcoming Craig Cannings who is coming from BC to run his class. Erin Blaskie and Michelle Jamison will also each be facilitating their own full day sessions as their topics were HUGE hits last year and the feedback was that participants wanted MORE! The incredible thing is that each of these Session Leaders (and indeed most of the 18 + Session Leaders coming) have designed workshops, clinics and discussion forums uniquely for FoVA so that no one can say they've heard it before. It is very important to me that participants get an incredible amount of value for their money so even though you may hear these SL's speak elsewhere, the information you will get from them won't be anything you've heard before.

In addition to the full day workshops, I've added 2 full days of sessions broken up into 3 Tracks just because of the sheer volume of really important topics to cover. June 5 & 6 will be made up of either 90 minute or ½ day sessions. Track 1 sessions are typically topics that would be most beneficial to start up or early 1 – 2 years in business, type of VAs. Track 2 will delve more into topics that are most relevant to those VAs who have been around for a while and have unique business challenges. Track 3, new this year, will be made up of very specific and more technical topics and will be filled with VA's who have very explicit interests or skill sets.

On the last day, June 7th, I want to do something different. I want to bring in small business owners to learn more about the VA industry and to tell us in person, what they might look for in outsourcing their admin work. Then we will have a sort of Job Fair where prospective clients as well as multi VA owners looking for new associates can network. The second half of the day will be dedicated to FoVA Family Fun Day! One of the (few) things that I miss about corporate life, was BBQ's and Pic Nics. The opportunity to see your colleagues let their hair down and enjoy an afternoon of fun. VA's, suppliers, prospective clients and their families are invited to join us at a Niagara Falls water park and BBQ so bring your swim suits!!

Any other fun stuff happening?

We have a very classy reception and dinner planned on Thursday night, as well as an amazing night of wine tasting and fireworks over Niagara Falls in a private loft on the Saturday. What better way to unwind after a serious day of learning than to relax with good wine, good food and a floor to ceiling window view of one of the Seven Wonders of the World lit up with fireworks!

Continued page 8

CVAC talks to Barb Lang, Director of the FORUM on VIRTUAL ASSISTANCE – cont.

We are even fortunate enough to have one of our fellow VA's, a former sommelier, Lauren Pibworth, take us through a wine tasting presentation.

Of course I have many more activities and tricks up my sleeve, none the least are some MAJOR announcements about changes in the VA community but people will have to come to hear about those.

Will anything remain the same as last year?

Certainly!! I mean, "if it ain't broke, don't fix it", right? Once again this year, we'll have pre and post teleclasses to provide SL's with a chance to introduce themselves and the topic as well as get an opportunity to hear what people want to have covered in the sessions. It also gives participants a chance to decide which of the MANY sessions they want to attend in person. The post forum teleclasses, or "Check Point Check ins" will be to get FoVA participants back on the phone 3 - 6 months after FoVA to see whether information they picked up at FoVA translated into practical help for their businesses. It is important to me that ongoing support and follow up be done so that participants continue to get value from FoVA all year long.

And of course, what won't change is the high calibre of facilitators who will be joining us this year. Every one of our 18 + SL's has worked incredibly hard to build and establish their careers and position themselves as experts. These are people who have such a passion and belief in the VA profession that they are willing to share what they know for the benefit of the whole community. I would love to profile each and every one of them and maybe there will be an opportunity in future issues but for now I invite everyone to visit www.forumonvirtualassistance.com and see the incredible new website put together by the VERY talented Frances Palaschuk who I'm proud to say is our Online Marketing and Communications Director and without whom I'd be lost.

I really hope to see many of you at FoVA '09 in June!! Thanks for the opportunity to tell you about it.

Barbara Lang
Forum Director
FORUM on VIRTUAL ASSISTANCE
barb@forumonvirtualassistance.com
416-264-9632 ❖

VA QUESTION AND ANSWER TIME



Q. How do you stop names from automatically appearing when typing a recipient name in Outlook?

A. Under "Tools" select "Email Options" and then select "Advanced Email Options". You can then select or unselect "Suggest Names While Completing To, CC or BCC fields".

Julia Wooster, Prime Admin Solutions
www.primeadminsolutions.com

Or

Outlook 2007 --- you go to Tools - Address Book - scroll down to the "unwanted listing" - go to File - Delete.

Diane L. Coville, Alternative Office Assistance
www.alternativeofficeassistance.com

Q. As a new VA, how do I get clients and start to build my business/reputation?

A. If you have a web site (which you should), get feedback from other VA's or business professionals as to its effectiveness and presentation. Input from those who've been in the business for a long time, and are successful, will help identify any areas that may be lacking thereby hindering your ability to attract clients.

You can also subcontract out to other VA's. Even though you'll get a lower rate than you would for your own clients, you'll build experience, confidence and start to establish a reputation for your services.

Reply to all RFP's requesting services that you offer. Even if/when you don't get the contract, the process of replying will help hone your 'pitch' both in writing and when meeting prospective clients in person.

Finally, when networking, choose carefully where you invest your time and money to make sure your positioning yourself in front of prospective clients.

Question and Answer time is brought to you by:
Karen Bowman, [West Coast Way Consulting](#) ❖

Subscribe or Unsubscribe Info:

The Canadian Virtual Assistant Connection is proud to offer the CVAC Newsletter to our members and all entrepreneurs around the world. We offer articles, links and tips to help you run your small business. If you would like to subscribe or unsubscribe to the CVAC Newsletter, please fill in the form at: <http://www.cvac.ca/newsletter.php> Full and Partial Members are automatically subscribed.