



This 31-day series was an idea that resulted from a [ProBlogger](#) session I attended at WDS in July 2013. It is a way to share knowledge with those who may be considering becoming a virtual assistant or who are relatively new.

31 Blog Posts to Help You Become a More Efficient Virtual Assistant

1. [Never Quit Learning: Commit to 12 Books per Year](#)
2. [The Ridiculously Easy Way to Make Conference Calls](#)
3. [Tips to Increase Online Security and Password Management](#)
4. [Energy Saving Devices for Your Home Office](#)
5. [8 Tips to Get the Most Out of Asana as a Project Management Tool](#)
6. [Save Time by Utilizing Bookmarklets and Chrome Extensions](#)
7. [10 Reasons Why You Should Consider Freshbooks](#)
8. [Schedule Meetings Faster and More Efficiently with TimeTrade](#)
9. [Email Management Tips](#)
10. [The Pros and Cons of Listing Your Rates](#)
11. [14 Tips for Better Email Communication](#)
12. [The Importance of Building Relationships to Grow Your Virtual Assistant Business](#)
13. [Small Business Bookkeeping Sanity Checklist](#)
14. [Tips for Communicating with Prospective Clients](#)
15. [How Virtual Assistants Can Be Reliable and Proactive](#)
16. [7 Tips to Become an Advanced Google Drive User](#)
17. [Using Google Drive for Real Time Document Collaboration](#)
18. [Solution for File Sharing: Dropbox](#)
19. [Turbocharge Your Productivity with Keyboard Shortcuts](#)
20. [Using Checklists to be Better Prepared](#)
21. [10 Tips for Proactive Testing and Troubleshooting](#)
22. [9 Tips to Help Get Your Website Found](#)
23. [How Blogging Regularly Can Help Your Virtual Assistant Business](#)
24. [Eleven Tips to Market Your Virtual Assistant Business](#)
25. [Easily Create Online Forms and Accept Payment with JotForm](#)
26. [Join.me Makes Real Time Screen Sharing a Breeze](#)
27. [How to Productively Curate and Share Content](#)
28. [How to Maximize Your Billable Hours](#)
29. [Six Reasons to Consider Subcontracting for Another Virtual Assistant](#)
30. [Six Tools and Tips to Build a Strong Team](#)
31. [Building Passive Income](#)

Have a favorite? I'd love to hear from you – my favorite social network to hang out on is Twitter and you can find me there as @mmangen.

Why work when you can play? YVA will get it done the right way!