

Client Feature: VA on the Spot

Do you ever feel like no matter how many hours you put in at the office, you're still always playing catch-up? Imagine never opening your computer to 100 email notifications and endless task lists ever again. [VA on the Spot](#), LLC, owned by [Dona Carlisle](#), is well on its way to making this possible by providing virtual assistant (VA) services. Dona knew she had a passion for helping people, which led her to become an Administrative Assistant. After over 40 years in the Administrative Support field, VA on the Spot was born. The main goal of VA on the Spot is to help businesses grow, even to the point that they need a full-time assistant. At that point VA on the Spot will assist companies in choosing the best candidate for the position, whether as a contractor or as a direct employee, always keeping the client's best interest at heart. They are committed to providing support from start to finish.

When Dona originally wrote her business plan in 2019, she developed a broad list of services that she wanted to offer. The Indiana Small Business Development Center (ISBDC) helped her narrow down her offerings to three. To better provide customized support for her clients she now focuses on two areas: administrative assistance and bookkeeping through QuickBooks. Dona's team consists of specialists for each of these focus areas. VA on the Spot is best suited to assist organizations that have been in business for three to five years with anywhere from three to fifty employees. Dona encourages her networking groups to listen for three specific words when talking with business professionals; time, overwhelm, and growth. If an individual expresses worry about not having enough

time in the day, feeling overwhelmed with their task lists, or that they feel the growth of their business is stalled, then that professional should be referred to VA on the Spot.



VA on the Spot is always looking for opportunities to fill employment gaps for a variety of people. They provide flexible work opportunities for parents or guardians who have small children at home as well as caretakers with disabled, sick, or elderly family members who rely on them for essential daily care. VA

on the Spot is also sensitive to the impact the COVID-19 pandemic had on women who were forced to leave their traditional full-time office roles to care for children and loved ones. Additionally, VA on the Spot supports active duty and retired military personnel by offering a 10% discount on all services and hiring active-duty military spouses.

New business owners and leaders have the luxury of focusing their time and energy on administrative tasks in the early days of development. But as time goes on, they need to spend more time focusing on working with clients or prospecting, for their business to succeed and grow. Virtual Assistants can provide additional support for an organization by managing administrative tasks including document creation and completion, contract completion, bookkeeping, email management and calendar management to help keep businesses on track and elevate them to the next level. Spend more time on business development instead of administrative tasks by choosing to be a part of VA on the Spot's mission to help businesses succeed, one task at a time.

