



CONFIDENTIAL APPLICATION

VA INTENSIVE 3 MONTH MOTIVATOR PROGRAM

with Tawnya Sutherland

Dear Applicant,

I am serious about your future business success. My plan is to be not just **your MotiVAtor** but also your:

- Advisor
- Sounding board
- Cheerleader
- Manager
- Business & Marketing Strategist

From the beginning, I may ask you things that at the time may not make sense to you or may feel like a waste of your time.

Instead of thinking negatively, think on a positive note: That filling out this application will help you to finally put some parameters into place that will help make your virtual business better and ultimately more profitable.

SO, LET'S GET STARTED...

Invest in yourself by setting aside a few hours to complete this application as thoroughly as you can. Give the hubby or kids a few dollars to go out for pizza.

This is your time to focus on YOU!

The more detailed you are in your answers, the quicker results you'll have with our MotiVAtor sessions. In the end, I need you to communicate with me easily and freely so together we can far exceed your business goal expectations and dreams.

A big pat on your back for taking this step up above the rest and investing in your future business success!

My VA Intensive 3 Month MotiVAtor Program includes (\$3,997 USD):

- VA Business Kickoff Focus Session (1.5 hr call)
- Personal Assessment of Your current business with a 3 month Plan of Action Worksheet
- 4 MotiVAtor Leverage Sessions to focus on your weakest areas (45 min. each)
- VA Accountability Email correspondence (3 months)
- 3 Laser MotiVAtor calls (15 mins. each)
- Final Assessment Session (1 hr. call)
- BONUS: Follow up Session (Used within 6 months 45 min.)
- Lifetime access to Private VBSS Startup Forum
- Preferred Lifetime Coaching Rates with me of 25% or more.

Tawnya, I understand that you will personally review my application within 7 days and upon acceptance into your program I will be provided with:

1. Personal telephone acceptance call.
2. Payment Enrollment Form wherein I will immediately move forward with the financial commitment for the program.
3. Contract to be signed and delivered back to your office for your 3-month intensive coaching program.

Tawnya Sutherland, ***your VA MotiVAtor***, will help stimulate your virtual assistant business towards action by providing you with motives to change your unhealthy business practices into a profitable revenue stream.

To your success on your new business journey to profits!

Your honest answers below will help me know if my **VA Intensive 3-month MotiVAtor Program** is suited for you and if you are truly ready to kick things up a notch in your virtual business. Space is VERY LIMITED and not all applications will be accepted. Applications are reviewed on a first-come, first served basis. Please be 100% honest and authentic with your answers to give you the most value from this program. All contents and correspondence received by me will be kept in the strictest confidence. Use as much space as needed to answer questions to the best of your ability .

Upon completion, FAX your application back to 604-542-9664 or email to tawnya@vanetworking.com

YES, please accept me into your VA Intensive 3-month MotiVAtor Program

CONTACT INFORMATION:

Today's Date:

Name:

Business Phone:

Address:

Cell Phone:

City/State:

Fax:

Postal/Zip Code:

E-mail:

Business Name:

Company Website:

How many years have you been a VA?

Did you work in any other field before becoming a VA? Please list those below:

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Have you ever received VA Training?

Yes

No

If yes, where?

Do you have any certifications?

Yes

No

If yes, please provide more details:

All About Your Business Now:

Please tell me everything you feel I should know about your business including the length of time you've been in business, how much you have made each year, how big is your team (if any), do you have an email list yet, etc. Write down anything you feel would help me to know you and your business better. Don't forget to add not just the facts but your feelings too.

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What are your short-term business goals? (the next 12 months)

Area for writing short-term business goals (the next 12 months).

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What are your long-term business goals? (next five years)

A large rectangular area with horizontal grey lines, intended for writing long-term business goals. The lines are evenly spaced and cover the majority of the page's width and height, providing a structured space for the user to write their answers.

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What are the challenges you are currently experiencing (both business and personal)?

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What success' have you had in your business? List and describe.

**Describe what you would like your business to look like in 1 year, 3 years and 5 years?
Please be specific.**

1 Year	3 Years	5 Years

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What are your top 5 strengths? What do you do well and what do you enjoy?

1.

2.

3.

4.

5.

What are your top 5 weaknesses? What do you not enjoy doing?

1.

2.

3.

4.

5.

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What are 3 unique abilities you bring to the table?

1.

2.

3.

What are you currently doing to market your business?

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Check off all marketing strategies below as per headings:

Online Marketing:	Tried	Never tried	Like to try	No interest in trying
Email marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search engine marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliate sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Products to sell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Per Click	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blog marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Podcast marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others below:				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Marketing:				
Business Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telemarketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door to door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joint ventures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tradeshows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brochureware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flyers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Branding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List others below:				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Can you invest marketing dollars into your business right now? If YES, what can you invest over the course of the next year as follows. *Remember, it does take money to make money!*

Month 1 \$

Month 2 \$

Month 3 \$

Month 6 \$

Month 9 \$

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Do you have a monthly budget to outsource work if I can show you how it will pay for itself in at least 3 months? If YES, what is it per month? \$

Revenue Forecast. Please state current years gross incomes together with guestimates you'd be happy with for future years.

2012 \$

2011 \$

2010 \$

2009 \$

2008 \$

What level of debt are you currently carrying monthly and how much of this must come from your current revenue stream?

Current Debt: \$ Portion you must pay \$

What are your monthly living expenses and how much of this must come from your current revenue stream?

Living Expenses: \$ Portion you must pay \$

Do you have any savings/monies (spousal support) to help get your business up and running? If yes, how much? \$

Please check off amount of time you can set aside each week for your business during this 3 month intensive;

- 5-10 hours
- 11-20 hours
- 21-40 hours
- 40-60 hours
- Whatever it takes!

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Who are, or have been, your major role models and why?

Who do you think your competitors are? List URLs if available.

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List specifics you'd like to achieve throughout our sessions.

What is the outcome you'd like to see from being a part of this program?

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If a genie appeared before you right now to grant you 3 wishes for your business, what would they be?

1.

2.

3.

List 5 ways I can help you move your business forward.

1.

2.

3.

4.

5.

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Additional Comments: Use this space to add more information about yourself that you feel would be relevant to our mentoring sessions.

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I, _____, have read and completed this VA Intensive 3-Month Program Application and I would like to be considered for acceptance into same.

At this point in time, I understand I am showing interest only in this program and am under no obligation to be coached by Tawnya Sutherland.

I further understand that if I'm accepted into this program, after submitting a payment form and coaching contract (supplied upon acceptance), I am committed to the program for its duration. I agree, at that time, to honor my coaching fee payment schedule and show up fully and powerfully in my life and in my business.

Date:

Print Name:

Signature:

Please SIGN and FAX (or save in PDF format & email to tawnya@vanetworking.com) this page with your completed application to 604-542-9664 to be considered for my MotiVAtor program.

*Upon acceptance, you will be notified by Tawnya Sutherland via email within 7 days.
Good luck!*