



DEDICATED VIRTUAL ASSISTANTS FOR BUSY ENTREPRENEURS



SAVE HOURS.
CLOSE MORE DEALS.
GROW FASTER.

WHO WE ARE

At VA Desk, we specialize in helping busy entrepreneurs, executives, and service-based businesses remove busywork and scale with confidence.

PROVEN EXPERIENCE

Founded by Sergey Poltev, an award-winning entrepreneur who built six businesses using Virtual Assistants.

MORE THAN STAFFING

We don't just connect you with a VA. We provide a managed solution with HR, IT, training, and performance tracking included.

OUR MISSION

To give business owners back their most valuable resource: time.



WHY GROWING BUSINESSES STRUGGLE

Without support, business owners often face:

- **Overloaded inboxes** – Hundreds of unread emails.
- **Missed opportunities** – Lost leads from unanswered calls.
- **Marketing delays** – Social media, newsletters, and blogs get pushed aside.
- **Burnout** – Owners stretched thin doing admin instead of closing deals.

EXAMPLE: IF YOU SPEND 2 HOURS/DAY ON ADMIN AND EMAIL, THAT'S 40+ HOURS/MONTH — AN ENTIRE WORKWEEK LOST.



DELEGATE WITH CONFIDENCE

VA Desk provides dedicated Virtual Assistants who:

- Are handpicked and pre-vetted for your industry.
- Come with enterprise-grade laptops and security tools.
- Receive continuous training in productivity, communication, and AI tools.

EVERY VA IS BACKED BY OUR FULL MANAGEMENT SYSTEM — SO YOU CAN FOCUS ON GROWTH, NOT PEOPLE MANAGEMENT.



THE TIME FREEDOM FRAMEWORK

HOW DELEGATION CREATES SPACE FOR GROWTH

At VA Desk, we believe time is your most valuable asset. Our framework shows how entrepreneurs move from being stuck in the day-to-day to leading their business with focus and clarity.

1

DELEGATION

- Offload admin, customer support, and routine tasks.
- Clear your plate of the busywork that drains focus.
- Create breathing room in your calendar.

**You reclaim
20–40 hours per
month.**

2

AUTOMATION

- With your VA trained in AI and productivity tools, repetitive processes get automated.
- From CRM updates to follow-ups, systems start running without you.
- Workflows become smoother, faster, and more reliable.

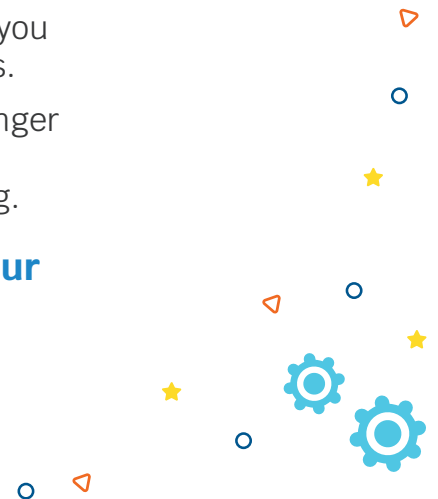
**You gain
consistency
without extra
effort.**

3

GROWTH

- With time and energy freed, you can focus on sales, strategy, and client relationships.
- Your VA becomes an extension of your leadership — handling details while you drive big wins.
- Scaling no longer feels overwhelming.

**You unlock your
next level of
business
freedom.**



THE OUTCOME: MORE TIME,
MORE FOCUS, AND MORE
GROWTH — WITHOUT BURNOUT.

OUR PROCESS

Timeline: Just 10–15 business days from signup to start.

1

DISCOVERY & ALIGNMENT

We learn your goals and challenges.

2

TALENT SOURCING

We screen, test, and shortlist the best candidates.

3

SELECTION & ONBOARDING

You meet and choose your VA. We handle IT, HR, training, and setup.

4

KICKOFF & SUPPORT

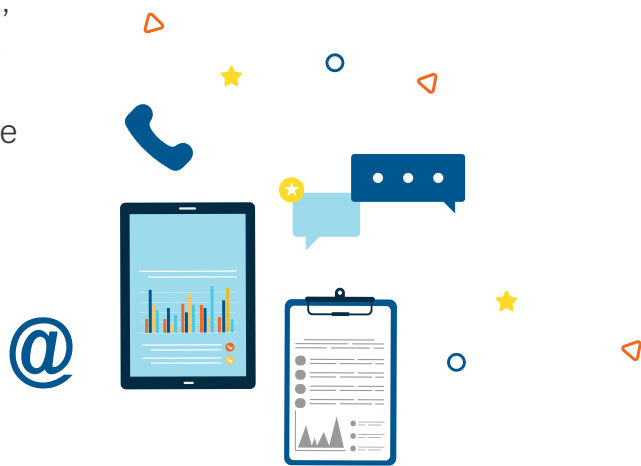
Your VA starts. We track performance, provide coaching, and ensure long-term success.



TASKS YOUR VA CAN HANDLE

- **Customer Support** – Answer and make calls, respond to emails, confirm appointments.
- **Admin Work** – Schedule meetings, prepare quotes, send invoices, follow up on payments.
- **Marketing Help** – Manage social media, post updates, respond to reviews, draft blogs.
- **Sales Support** – Research leads, update CRM, send follow-ups.
- **Executive Assistance** – Calendar management, presentations, travel booking.
- **Personal Tasks** – Online orders, reservations, reminders.

EXAMPLE: YOUR VA BOOKS 3 MEETINGS, POSTS ON LINKEDIN, AND FOLLOWS UP WITH 5 LEADS — WHILE YOU FOCUS ON CLOSING DEALS.



THE VA GROWTH JOURNEY

Your VA isn't just support — they grow alongside your business.

At VA Desk, every assistant we place goes through a structured growth path. This ensures they don't just handle today's tasks but continue adding value as your business evolves.

MONTHS 1–3: ONBOARDING & ALIGNMENT

- Learning your workflows, tools, and preferences.
- Handling routine tasks: inbox, scheduling, follow-ups.
- Building trust through clear communication and reliable execution.

Your workload starts to shrink — and you gain back 10+ hours per week.

MONTHS 4–6: FULL OWNERSHIP OF OPERATIONS

- Taking over recurring tasks fully.
- Becoming proactive in spotting bottlenecks and delays.
- Supporting projects like client outreach, reporting, and marketing execution.

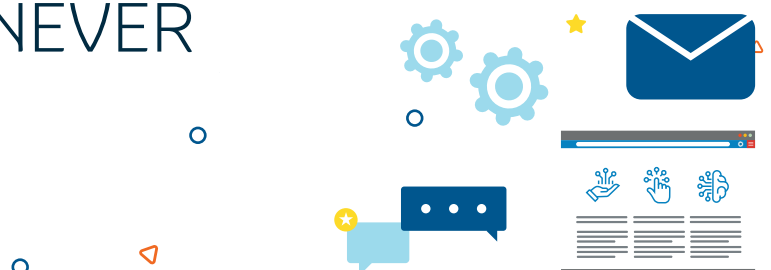
You move from “managing tasks” to “driving growth.”

MONTHS 6+: STRATEGIC PARTNERSHIP

- Anticipating your needs before you ask.
- Suggesting process improvements and automation opportunities.
- Acting as a true right hand, freeing you to focus on sales, leadership, and vision.

Your VA evolves into a trusted partner who scales with your business.

AT EVERY STAGE, VA DESK PROVIDES COACHING, IT SUPPORT, AND CONTINUOUS TRAINING — ENSURING YOUR VA NEVER STOPS IMPROVING.



TOOLS & SECURITY

- **We equip every VA with the right tools and support to keep your business secure and productive:**
- **Company-Managed Laptop & Headset** – provided, configured, and maintained by VA Desk.
- **Cybersecurity Standards** – two-factor authentication, secure system setup, and ongoing monitoring.
- **IT Support** – full technical assistance for your VA, including both remote helpdesk and in-person support if required.
- **Productivity Monitoring** – dashboards and reporting tools to ensure accountability.
- **Brain Station LMS Access** – VAs get access to our training platform filled with courses in IT, Cybersecurity, AI, and Productivity, ensuring continuous learning and improved results for your business.



TRAINING & UPSKILLING

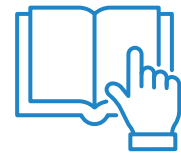
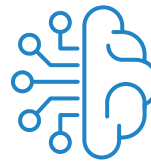
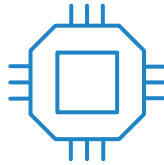
- **We invest in your VA so they grow with your business:**
- **Productivity & Communication Skills** – reporting, prioritization, collaboration.
- **Client-Specific Tools** – customized learning paths based on your systems and tech stack
- **Brain Station LMS** – our learning platform pre-loaded with courses on Digital tools, Cybersecurity, AI, and Productivity. VAs are required to complete modules to continually upskill.
- **AI Tools & Automation** – training in ChatGPT, Zapier, and workflow automation.
- **Cybersecurity Best Practices** – safe handling of sensitive data and systems.

YOUR VA GROWS ALONGSIDE
YOUR BUSINESS NEEDS.



WHAT'S INCLUDED

- **With VA Desk, you don't just get a person. You get a fully managed service package:**
- **HR & Admin Support** – payroll, contracts, compliance, time tracking, attendance.
- **Employee Benefits** – full healthcare coverage, pension contributions, paid leave, 13th-month pay, night differential, and a birthday bonus.
- **Technology & Security** – cybersecure laptop with two-factor authentication and IT support.
- **Performance Management** – productivity tracking, monthly reports, coaching.
- **Training & Upskilling** – continuous skills development through our Brain Station LMS (courses in IT, Cybersecurity, AI, and Productivity).



GUARANTEES & TERMS

Flat Monthly Rate – No hidden fees.

Replacement Guarantee – If a VA isn't the right fit, we'll provide a replacement.

Managed Employment – Payroll, compliance, and benefits covered by us.

Flexible Terms – Month-to-month after an initial 4 months.



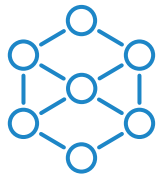
DAY IN THE LIFE WITH A VA

IMAGINE THIS DAY:



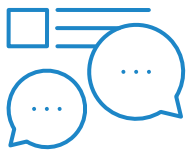
8:30 AM

VA clears inbox, flags 5 priority emails, replies to 15 routine ones.



10:00 AM

Updates CRM with 10 new leads from yesterday's networking.



12:00 PM

Posts a "Tip Tuesday" update to LinkedIn and responds to 3 comments.



2:00 PM

Follows up on 4 unpaid invoices.



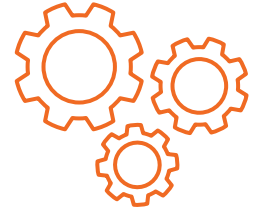
4:00 PM

Prepares tomorrow's meeting agenda and client call notes.

YOUR DAY INSTEAD:

3

client projects finished before your first interruption



2

sales calls to secure future work and prepare estimates



1

strategy session for the business's future planned



6:00 PM

Home, inbox at zero



YOUR PRE-CALL PREP

6 SIMPLE STEPS TO GET THE MOST OUT OF YOUR DISCOVERY CALL

The clearer your vision, the faster we can match you with the right VA. Use this quick checklist to prepare before we meet:

1

TRACK YOUR TIME

Note where your hours are going each day — highlight tasks that pull you away from sales, strategy, or clients.

2

LIST REPETITIVE TASKS

Anything you've done 3+ times this week (emails, scheduling, follow-ups) can be delegated.

3

PRIORITIZE HELP AREAS

Identify your top 3 categories where support would make the biggest impact (Admin, Sales, Marketing, Executive).

4

DEFINE SUCCESS IN 90 DAYS

What does “winning” look like for you? (e.g., inbox at zero, 10 hours/week saved, faster response times, more deals closed).

5

DRAFT A SIMPLE JOB DESCRIPTION

Outline the key responsibilities and outcomes you expect from your VA. Don't worry about making it perfect — we'll refine it together during the call.

6

GATHER YOUR TOOLS

List the systems and apps you use daily (CRM, project management, email, calendar) so your VA can hit the ground running.

A few minutes of preparation now ensures your Discovery Call is focused, productive, and tailored to your exact needs.



READY TO SCALE SMARTER?

We source and shortlist candidates.

You meet your new VA
in 10–15 business days.

Book a Discovery Call.



SAVE HOURS.
CLOSE MORE DEALS.
GROW FASTER.



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