CoachTip Presents:

Outsourcing Resources

Reliable and inexpensive places
to outsource your work online

Charles Holland
with Paul Sedkowski

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CoachTip Winning Strategies: Outsourcing Resources

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About The Author

Charles Holland is a marketing coach, certified business coach and investor with over 30 years of coaching experience in traditional as well as online business and marketing. Happily married family man, husband and dad with young twins, they are living their dreams in the Rocky Mountains west of Denver, CO, USA. Charles has learned the value of diversification as well as anyone. He continually advances his businesses in order to maintain competitive-edge advantages, and has helped hundreds of clients to do the same. He continues to teach and coach both online and offline.

"Everyone has incredible success potential, given the right attitude, tools and training. Success in business, marketing, relationships, and even happiness for that matter, are ALL "learned" skills. Owning your own small business(es) provides many benefits and comforts. Creating multiple cash streams and time freedom for busy professionals, parents, and entrepreneurs is rewarding beyond your wildest imagination." (C. Holland)

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Co-author, Paul Sedkowski is an SEO expert and creator of the deep keyword research methodology known as SEOlater. He's had a rich career in business, including entertainment business, as well as an online entrepreneur and SEO/IM consultant.

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Introduction

It's been said that you need to work ON your business, not FOR it.

Most online marketers try to do both and fail. After all, if you're an online marketer and a one-person shop then you wear many hats. You are the president and CEO, CFO, COO VP, Sales Manager, bookkeeper, idea person, marketer, researcher, writer, chief editor, chief motivator, support team leader, errand boy/girl, etc…you get the picture here.

Is it any wonder, therefore, that the great majority of online marketers and small business people fail? They often say…"if I only had more hours in the day."

Learning how to delegate is one of the most important skills you can achieve – and the most profitable, as long as you outsource the "right" things to the "right" people.

You have heard it said that time is money. Money isn't everything for sure. However, time freedom can be invaluable to the busy entrepreneur. And if you can get something of lesser value done for you at a huge time and/or cost savings, then you can spend more of your valuable time on higher value projects. Delegation is critical to any successful entrepreneur.

Start thinking of your "time" spent working in dollar values. If you earn or want to earn $100,000USD per year, working 40 hour work weeks for 50 weeks per year, then your time is valued at roughly $50 per hour. Whatever you can reasonably outsource to a knowledgeable expert $5-$10 or even $25 per hour may be a real time and even cost savings for you.

One of my favorite mottos for balance is: Work smarter, live well, and play hard.

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For more information and in-depth instructions on this topic, visit [CoachTIP](#) and log into your **[IM Competitive Edge](#)** account there, but in the meantime, enjoy this special report on virtual assistants and freelancers!

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Oursourcing Work

Freelancers & Virtual Assistants

Whether you're looking for work or looking to hire someone who'll help relieve you of some of your daily chores, this special report is for you. We've taken considerable time to research and compile a list of the best freelancing sites and resources, some of which you probably already know about, others – hidden gems.

Looking for work?

One of the most popular ways in which to make money on the Internet is by offering your services for competitive rates. When you just start out and don't have an online track record, you need to price your services most competitively. If you're tremendous at your job, your rates can climb freely – there are many demanding customers out there who simply want the best work done and cost is a secondary issue for them (although an initial "low" costs is often a "way in").

The majority of buyers, however, definitely want the best work for the least money. Freelancers and freelance organizations from the Far East have totally dominated this field because their rates are typically VERY low. But – price isn't everything. There are many niches in which Americans or Brits have the edge, or Russians or Poles.

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If you have a particular skill set you'd like to offer to the online world, here are ten among the best paid freelancing jobs:

01. Medical Transcription Assistants (can earn between $10 and $20 per hour)

02. Editing / Proof-reading Assistants (typically earn $25,000 to $30,000/year)

03. Translating Assistants (can earn up to $25 per hour, and there's lots of work)

04. Executive Assistants (typically earn around $50,000 per year)

05. Real Estate Assistants (can charge from $40 to $150 per hour)

06. Accounting / Bookkeeping Assistants (full time, can reach $60,000/year)

07. Marketing Assistants (can earn $40,000 - $60,000 per year)

08. Legal Assistants (can earn between $70,000 and $100,000 per year)

09. Website / Graphic Design Design Assistants (charge from $50 to $200/hour!)

10. SEO Consultants (can charge from $75 to $350 per hour!)

But this is just the tip of the iceberg. People offer all kinds of services, from SEO services like link submitting to ghostwriting to… it's endless, really.

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The freelance site list further in this book isn't just for people looking to hire – if you're looking to offer your services, any one of those sites will be glad to put you on their books.

Looking to hire?

You know you're already too busy, but if you're a control-freak-workaholic like most of us, when asked "surely there's SOMETHING you could outsource!" you stare blankly and answer "I'm irreplaceable! I don't have the time to teach anyone how to do my job!" And that, my friend, is the path to self-destruction. Or, at the very least, it's not the path to a scalable, highly profitable business!

Consider just this handful of things you can outsource – cheaply, with great quality, delivered fast:

Lead generation, fact checking, product research, service research, speech writing, transcriptions, programming, website registrations, incomplete contact information research, article submission, classified ad posting, meeting planners, meeting participant bios, travel research, slideshow creation, wedding planning, blog posting, commenting and linking, profile and account creation, social media participation, dating profile creation, voicemail management, email management, wake up calls, gifts and cards, thank-you and follow ups…can you see how endless this can be?

So, what does a virtual assistant or a freelancer cost?

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It depends on a lot of factors. You can find freelancers doing "micro jobs" for as little as $5 per job on sites such as www.fiverr.com. You can pay a programmer as little as $50 for a particular module, while another programmer might ask for $200. The Internet freelance world is a classic free market, so you can be sure that you'll find the **best value for your money** – if not on your first try, then on the second or third. And if you work through online agencies, you're additionally protected by ESCROW accounts, so you don't pay unless you're fully satisfied.

OK, let's get to it then, shall we? Here's a list of some of my favorite outsourcing sites, including a little bonus extra at the end… The list is organized from highest-ranked (Alexa traffic rank – NOT "quality") to the lowest:

- **Twitter** (http://search.twitter.com/search?q=virtual+assistant)
  Most people wouldn't think of this as a freelancer resource, but it's actually not bad at all. The only thing you won't get are the protections a dedicated network normally has (e.g. ESCROW accounts, reviews, peer monitoring, etc)

- **Craigslist** (http://www.craigslist.com/)
  Same concerns as above. A massive resource for freelance help – but you don't have the built-in protections.

- **Warriors For Hire** (http://www.warriorforum.com/warriors-hire/)
  Like the above two, there are no built-in protections, but one of the advantages on the Warrior Forum is it's relatively tight-knit community and honest reviews. If you run afoul of a Warrior – you can be sure everyone

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will know about it. This is a really good resource for certain types of tasks, e.g. article writing or various SEO services.

- **Fiverr** (http://www.fiverr.com)
  The world's first and still largest micro-jobs site. You can buy all sorts of services for a mere fiver ($5), although they also now offer more expensive options. There are some built-in protections and you do have recourse if something goes wrong – but no guarantees. This said, you'll find many excellent services there – regardless of price.

- **Digital Point Forum** (http://forums.digitalpoint.com/)
  Very much like Warrior Forum, and also mostly focused on SEO and related services.

- **Freelancer** (http://www.freelancer.com/)
  The world's busiest freelancing site. Like all the dedicated sites of this type, they have all the tools and protections built in, so it's really easy to find a great and safe deal.

- **oDesk** (http://www.odesk.com/)
  This is probably THE most popular outsourcing site in the world, even if it appears to have a little less traffic than the others above it. All the bells and whistles here, of course, and all kinds of jobs can be outsourced – no matter what your niche.

- **eLance** (http://www.elance.com/)
  Another tremendously popular outsourcing site – much the same as

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oDesk in most respects. It was established in 1999, so it's one of the oldest firms of its kind on the web.

- **99 Designs** (http://99designs.com)
This one is specialized in graphic design work, but it's also just about the best in that niche.

- **Guru** (http://www.guru.com/)
They claim to be "the" biggest outsourcing site in the world, and the certainly boast one of the largest databases of outsourcers found anywhere. Good quality, reliable and safe.

- **VWorker** (http://vworker.com)
Another monster freelance site spanning all niches.

- **Proz** (http://www.proz.com/)
Specialized freelance translation site, certainly the leaders in their field.

- **People Per Hour** (http://www.peopleperhour.com/)
Another biggie, with freelancers hailing from over 150 countries. Great for just about any kind of a job.

- **Amazon Mechanical Turk** (https://www.mturk.com/mturk/welcome)
One of the highest-rated freelancing sites, billing themselves as "human intelligence task" outsourcers. They also offer an online project management tool (premium) and all the same functionalities other big outsourcing sites offer.

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- **Freelance Switch** (http://www.freelanceswitch.com/)
  Another high quality freelancing site for all niches.

- **CoroFlot** (http://www.coroflot.com/)
  Specializing in creative media, they claim they're the world's largest creative outsourcing site, sporting members from virtually EVERY country in the world.

- **Work At Home Moms** (http://www.wahm.com/forum/virtual-assistants-66/)
  A really nice community here, organized as a forum, really well "self-policed" so landing a "bad" assistant is rare. Very good quality overall, but only a handful of niches are represented.

- **Online Jobs** (http://onlinejobs.ph/)
  Philippines-based outsourcing site, typically with very competitive rates. All niches, but programming, SEO and article writing seem to predominate.

- **CrowdSpring** (http://crowdspring.com)
  The world's #1 logo design outsourcing place.

- **Task Rabbit** (http://www.taskrabbit.com/)
  Very original! They don't just offer freelancers but have a specific focus on freelancers in YOUR area! Terrific! Only trouble is… they're still in just a handful of US cities…

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- **Translators Café** (http://www.translatorscafe.com/)

  This is a database of translation agencies, so not an outsourcing site as such – but it's still an excellent resource.

- **Get-A-Coder** (http://getacoder.com)

  Claims to be the largest specialized outsourcing service for programmers, with programmers hailing from over 200 countries. They also claim to be up to 60% cheaper than their average competitor.

- **Freelance** (http://freelance.com)

  Long-term, project-based freelancing assignments here - arguably the best in the world in this area!

- **SoloGig** (http://www.sologig.com/)

  An excellent resource for full-time and part-time consulting opportunities. Industries represented include health care, engineering, accounting, sales and marketing – and much more.

- **Best Jobs** (http://bestjobs.ph/)

  Another good Filipino freelancer agency.

- **iFreelance** (http://www.ifreelance.com/)

  Anything from artists to programmers to photographers to writers – they claim their freelancers deliver twice as fast for half as much.

- **Krop** (http://www.krop.com/)

  A specialized job board for creative professionals.

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- **Resource Nation** (http://www.resourcenation.com/business/virtual-assistant)

  An excellent freelance site where they pre-screen people for you, saving you the hassle of dealing with dozens of confusing offers. Very high satisfaction is regularly reported by their clients.

- **Freelance Writing** (http://www.freelancewriting.com/)

  The world's #1 freelancing site specialized in writing. Not just for SEO purposes, but ANY kind of writing including books, ebooks, scripts – you name it.

- **Design Quote** (http://www.designquote.net/)

  Specialized in web and graphic design. Good outsourcing site, for sure.

- **Virtual Assistant Forums** (http://www.virtualassistantforums.com/)

  This is not a typical outsourcing site, but rather a forum where VA's and freelancers meet. Needless to say, you can talk to them and make your own deals.

- **123 Employee** (http://123employee.com/)

  Another high quality freelancing site with something to prove.

- **Virtual Staff Finder** (http://www.virtualstafffinder.com/)

  Based in the Philippines, it's got fabulous on-site resources including courses teaching you how to hire the best help. Definitely worth a look!

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- **Task Army** (http://taskarmy.com/)

  Extremely well-organized and different (in a good way) from all the other freelancing sites. Extremely competitive and generally great quality.

- **Agent Solo** (http://www.agentsolo.com/)

  This one's a bit different – they specialize in negotiating between "solo agents" and employers who need their services.

- **Agents of Value** (http://agentsofvalue.com/)

  Another high quality freelance job board.

- **Freelancers** (http://www.freelancers.net/)

  This one's UK-based, but most of their people will work with you no matter where you are in the world. Renowned for its very high work quality.

- **Rent-a-Coder** (http://www.rent-acoder.com/index.php)

  One of the best freelance sites for programmers.

- **International Virtual Assistant Association** (http://www.ivaa.org/)

  This is mainly a resource site, but very interesting if you're looking to hire people "virtually". Lots and lots of excellent resources – and, naturally, they also help put you in touch with the assistants you're looking for.

- **Hire The World** (http://www.hiretheworld.com/)

  Specialized in logo, graphic design and web design. Work with people from over 140 countries and have a really great reputation.

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- **VA Networking** (http://www.vanetworking.com/)

  Often cited as one of the highest-quality VA sites in the World. It's aimed at the VA's themselves, but you're free to join in their conversations – and greatly benefit from that too!

- **Tasks Every Day** (http://www.taskseveryday.com)

  These guys are SO dedicated! They even offer 24-hour phone support. Great service and prices all around.

- **Ask Sunday** (http://www.asksunday.com/)

  All kind of tasks performed, though nothing for SEO.

- **Sriptlance** (http://www.scriptlance.com/)

  Mainly for programming tasks, but also a number of others. A very reputable site.

- **Jobbi** (http://www.jobbi.com/)

  Find work for people – and puts employers in touch with employees. Very high quality and respectable.

- **Hire My Mom** (http://www.hiremymom.com/submitproject)

  A top-rated work-from-home site, aimed at "moms", but not only. You won't go far wrong if you trust these folks.

- **Workaholics 4 Hire** (http://workaholics4hire.com/)

  Another good, up-and-coming job board and freelancing site.

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- **Get A Freelancer** (http://getafreelancer.com)

  Programmers, designers, translators and many others come here looking for work – and they're generally above-average good and very competitive. Well worth a try!

- **Longer Days** (http://longerdays.com/)

  A slightly different philosophy here, where the site owners help you find the right person to help you and then monitor things for you in a very helpful way.

- **Virtual Assistants** (http://www.virtualassistants.com)

  Specialized in contract staffing and placement services. Choose your membership plan, and start hiring.

- **Get Friday** (https://getfriday.com/)

  Similar to Virtual Assistants, above, they also provide personal attention to ensure you only work with the best people for your needs.

- **Team Double Click** (http://www.teamdoubleclick.com/)

  Assesses your needs and matches you with one of their highly-skilled and trained virtual assistants.

- **AssistU** (http://www.assistu.com/)

  Offers a certificate program for VA's and also puts you together with highest quality VA's.

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- **Virtual Assistant** (http://virtualassistant.org)

  A relative newcomer to this field, providing many of the same services as the big boys, but don't yet have quite as many people working with them. This said, you can easily find gems there.

- **Contracted Work** (http://www.contractedwork.com/)

  Another good freelance site aiming to maintain the highest standards.

- **Lance Earner** (http://www.lanceearner.com/)

  Small but good. General-interest job board.

- **Society of VA's** (http://www.societyofvirtualassistants.co.uk/)

  Mainly for UK-based freelancers – not a job board but a membership site where you can find many interesting resources – and freelancers too.

- **Find Virtual** (http://www.findvirtual.com/)

  This is a social networking site for VA's

- **Assistant Match** (http://www.assistantmatch.com/)

  They match busy professionals with off-site assistants by taking care of all logistics from interviewing to reference checks. They place virtual assistants in part-time positions which can be completed in their home office.

- **Hero Desk** (http://www.herodesk.com/)

  A small (one-woman) virtual assistant site for office work and other tasks – has some superb recommendations, though!

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- **All Freelance Work** (http://www.allfreelancework.com/)
  This is a central information base for freelancers to find everything that they could need all in one place – online freelance ezine, job site, and portfolio provider all in one.

- **Staff Centrix** (http://www.staffcentrix.com/)
  A highly-successful Portable Career & Virtual Assistant Training Program for US military spouses and The e-Entrepreneur Training Program for the U.S. Departments of State Foreign Service Spouses -- helping you connect with men and women at bases and posts around the world.

- **Networking** (http://networking.com)
  An upstart job board which shows high promise.

- **Virtual Assistance U** (http://www.virtualassistanceu.com/grads.htm)
  This organization certifies virtual assistants based on their testing results from the learning center. The VAs who successful complete the graduate program are connected to clients who visit the site and submit a RFP.

- **Office Details** (http://www.officedetails.com/)
  Hires VA's which they refer to as Preferred Partners. The independent contractors are paired up with small businesses looking to higher a virtual assistant. This company requires at least 5 years of administrative experience.

- **VirtuAllin** (http://www.virtuallin.com/)
  Specializing in administrative services.

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- **Virtual Business Solutions** (http://www.virtualbusinesssolution.com/)
  This is a VA directory.

- **Brickwork India** (http://b2kcorp.com)
  A small (recently formed) outsourcing site specializing in "knowledge process outsourcing".

BONUS

And here's a little extra section with links to a handful of specialized services at "micro-prices". We've tried all these services personally and they worked well for us!

- SEO Articles

    o http://www.warriorforum.com/warriors-hire/128536-onwards-0-6-100-words-over-200-000-worth-articles-sold.html

    o http://www.warriorforum.com/warriors-hire/176588-stop-0-77c-articles-100-000-perfectarticles-written-1-500-satisfied-clients-cant-wrong.html

    o http://www.warriorforum.com/warriors-hire/318338-only-article-writing-service-youll-everneed-amazing-testimonials-september-sale-now.html

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- http://www.warriorforum.com/warriors-hire/336737-best-search-engine-optimizationcopywriting-wf-free-links-beat-panda-penguin-all-googles-furry-little-animals.html

- http://www.warriorforum.com/warriors-hire/344308-2000-satisfied-customers-uniquecontent-quality-articles.html

- http://www.warriorforum.com/warriors-hire/521155-over-150-000-articles-sold-year-seenryan-deiss-perry-belcher-articles-sale.html

- http://www.warriorforum.com/warriors-hire/571395-article-writing-rewriting-services-100-original-articles-2-free-review-copies-available.html

- http://www.warriorforum.com/warriors-hire/608452-see-reviews-articles-pros-we-writewords-work-you.html

- http://fiverr.com/amitbt/write-original-and-effective-content-up-to-500-words-for-your-website

- http://fiverr.com/crorkservice/make-200-web-2-0-microblogging-dofollow-links

- http://fiverr.com/getmybacklincks/setup-link-wheel-for-your-page-be-on-the-first-page-ingoogle-search-in-1-month

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- o http://fiverr.com/hamzadavis/write-original-and-search-engine-friendly-content-up-to-500-words-for-your-blog-or-website

- o http://fiverr.com/marketwriter/write-1-high-quality-500-plus-word-article-that-is-seo-optimized

- o http://fiverr.com/salmanaslam/submit-your-spun-article-to-50-high-pr-wikis-including-real-usgov-and-edu-sites

- o http://fiverr.com/servingyou/submit-your-article-to-6000-article-directories100-indexedbacklinks-in-1-hour-complete-report-after-the-submission-boost-traffic-to-your-website

- o http://fiverr.com/tacitinc/write-ten-300-to-1000-word-seo-optimized-articles-for-your-blogusing-4-keywords-of-your-choice

- o http://fiverr.com/vapsjee/write-an-article-spin-it-and-submit-it-from-2500-to-3000-articledirectories-for-quality-backlinks

- o http://fiverr.com/volarex/build-a-linkwheel-with-6-high-pr-blog-manually-and-then-create-3000-backlinks-on-them-dominate-the-first-page-of-any-search-engine

- Commenting

  - o http://fiverr.com./stormchaser/create-50-edu-and-gov-links-to-your-website

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- o http://fiverr.com/seospotlight/do-2pr6-5pr5-5pr4-5pr3-dofollow-blog-comment

- o http://fiverr.com/seosupremacy/manually-build-150-high-pr-backlinks

- Document Submissions

  - o http://fiverr.com/hitendra/do-30-document-submission-in-high-pr-site

  - o http://fiverr.com/iwebseo/create-pdf-document-according-to-your-niche-and-will-upload-it-to-20-document-sharing-sites-and-bonus-1000-forum-profiles-linking-to-the-pdf

  - o http://fiverr.com/trafficmonsters/transform-your-article-to-powerpoint-and-pdf-and-submit-itfor-backlinks

- Press Releases

  - o http://fiverr.com/gigchamp/submit-your-press-release-straight-to-google-news-guaranteedindexing

  - o http://fiverr.com/gigsguru/write-a-unique-press-release-which-will-be-seo-optimized-by-topsoftwares-and-submit-it-to-3-press-release-directories-of-pr-3

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- o http://fiverr.com/raly1783/submit-your-press-release-to-at-least-50-press-release-sites-goodpr

- Social

  - o http://fiverr.com/ecnarret/manually-submit-your-site-or-blog-to-23-best-social-bookmarkingsites-pr5-to-pr8

  - o http://fiverr.com/fvchamp/submit-your-site-or-blog-manually-to-20-social-bookmarking-sitespr4-to-pr8

  - o http://fiverr.com/mb100/manually-submit-your-website-or-blog-to-the-top-socialbookmarking-sites-and-ping-it

- Video Marketing

  - o http://fiverr.com/geyserguy/submit-your-video-to-all-the-video-sites-inside-traffic-geyser

  - o http://fiverr.com/imgenius33/make-a-video-submission-for-you-on-30-high-ranking-mostvizited-video-sharing-sites

  - o http://fiverr.com/smartkarthick/manually-upload-your-video-in-top-20-video-uploading-sitesof-pr9-to-pr6

Be sure to visit CoachTIP for more resources, which form part of the entire **IM Competitive Edge** package.