Virtual Emily

VCEO XPERIENCE · WHITE PAPER 2026

How to become a Virtual CEO

and work with Remote Executives.
Run your company from your phone.



Joe Da Silva · Vantech Group
virtualceolife.com

VANTECH



VCEO XPERIENCE · 01

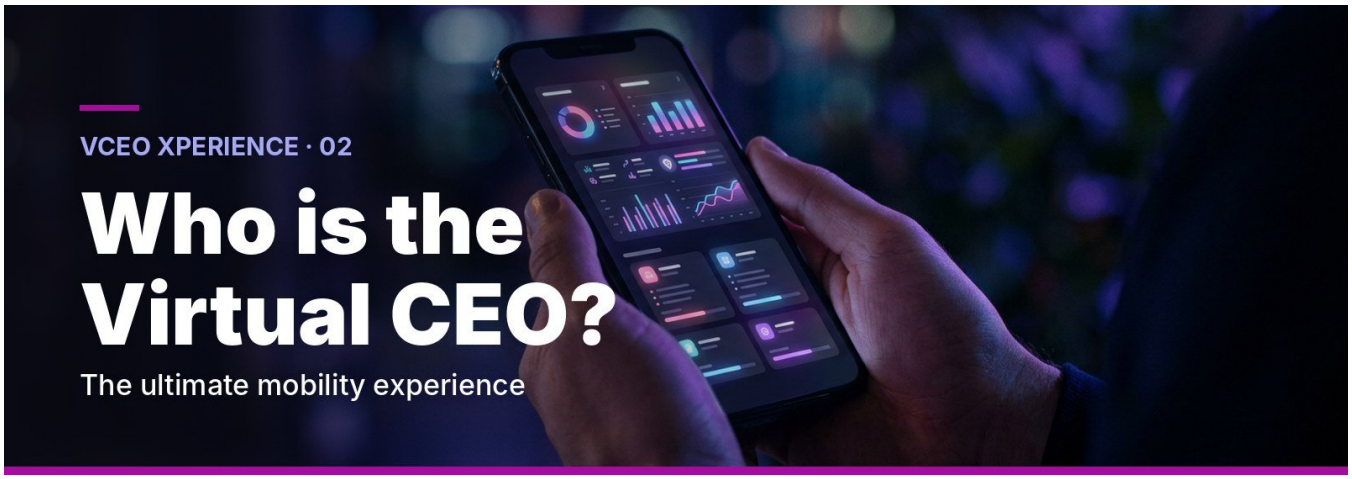
Ready to change your life?

If you are reading this, you are ready to step up your business with the Virtual CEO Life experience.

A Virtual CEO knows that mobility and time are the new freedom, and runs the business from a smartphone. The results come because a Virtual Emily, a trained bilingual remote executive, is doing the work every day to hit each goal and go beyond what you expected.

In these pages you will see the process and the way we work: the planning, the people and the platform behind the VCEO Xperience, and why they only produce results when they travel together.





VCEO XPERIENCE · 02

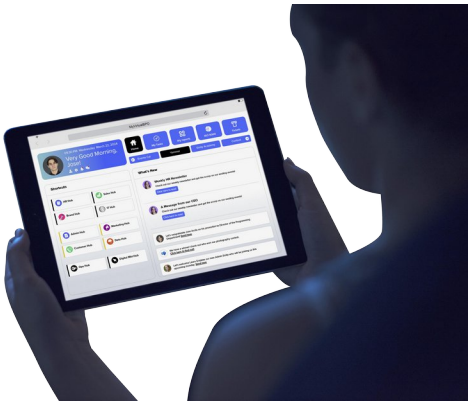
Who is the Virtual CEO?

The Virtual CEO experience is the ultimate mobility experience.

> **"I literally run my entire company from my smartphone."**
>
> Joe Da Silva, Virtual CEO, Vantech Group

I work and live in the cloud. Through the power of remote assistants and automation, you can transform your life and your business the same way.

- **Mornings:** read the reports your Emilys already sent.
- **During the day:** approve, decide, sell. The operation runs without you in the room.
- **Every week:** one dashboard, the same KPIs, from your phone.





VCEO XPERIENCE · 03

Where is the Virtual CEO?

Everywhere. The Virtual CEO is an experience for true citizens of the world.

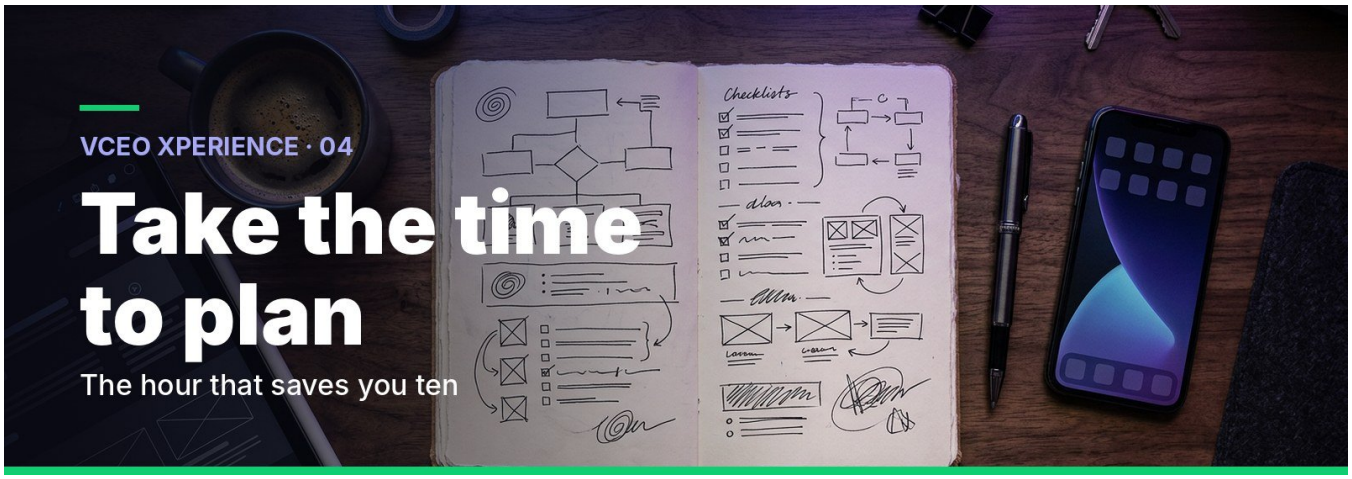
Your company and your remote team are always mobile and in the cloud with you, through your smartphone. Your Emilys work from Colombia on your time zone; you work from wherever you are.

Each Emily has a profile you can read in a minute: role, English level, ratings. You see who is working on what, live, on MyVirtualBPO.





Location stops being a limit. Your time zone is the only one that matters.



VCEO XPERIENCE · 04

Take the time to plan

Many companies set themselves up for failure by not spending enough time planning.

If you are on a tight timeline and anxious to get started, it is even more important to slow down and take the proper time to plan. The time you invest in planning the operation can save you tenfold once you outsource.

Planning means three documents, before anyone starts: what the job is, what success looks like, and where the work will be tracked.



> **"I have delegated most of my basic tasks and automated 60% of my company's core back office, marketing, sales and research tasks with the power of Remote Executives."**
>
> Joe Da Silva, Virtual CEO

Statement of Work

What your Emily does, the hours, the tools and the reports, agreed in writing before day one.

Goals

Three to five outcomes you can measure, in order of importance. Each one gets a KPI.

Project management

Tasks, deadlines and hours on MyVirtualBPO, so progress is visible without asking.



VCEO XPERIENCE · 05

What is the objective?

You decided to outsource for a reason. What, specifically, do you want to gain?

- **Save money?**
- **Free up your time?**
- **Generate more sales?**
- **Have someone take care of your personal needs while you work?**

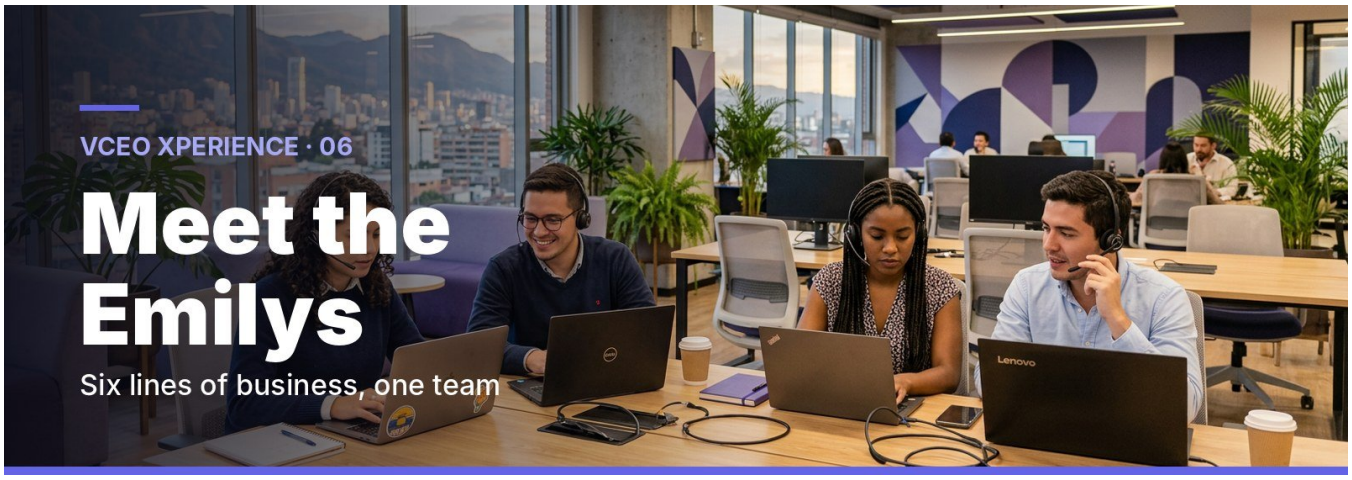
Think in quantifiable terms. If you wanted to launch sooner, how much sooner? If you wanted to cut costs, how much did you hope to save?

Then rank the list by importance, and mark which goals have a rigid pass/fail criterion and which have some flexibility. You cannot judge whether a project succeeded without KPIs to measure it: this is how you manage expectations.



Your objectives worksheet

Goal	KPI that proves it	Target	Pass/fail or flexible
Example: free 10 hours a week	Hours delegated per week	10 by week 8	Flexible



VCEO XPERIENCE · 06

Meet the Emilys

Six lines of business, one ladder of roles from junior assistant to specialist.

Admin

Executive assistant, back office, project management, contracts and invoices.

Customer experience

Chat, email and phone support, resolutions and follow-up.

Sales & RevOps

Appointment setting, inbound sales, CRM and pipeline.

Marketing

Social media, community management, content and campaigns.

Data

Data entry and cleanup, research, reports and dashboards.

Tech & AI

Automation, CRM configuration, QA, software and AI engineering.



Full time from $1,500/mo. Up to ~70% vs. a comparable US in-house hire (varies by role).



VCEO XPERIENCE · 07

Three parts, one experience

A Virtual CEO is not someone who hired an assistant. It is someone who installed a way of working, and it only produces the result when the three parts travel together.

01 **Specialized consulting**

We map the work before anyone is hired: what to delegate, what to keep, the SOPs that describe it and the KPI that proves it is being done. Most outsourcing fails here, not at the hiring.

02 **Tailored outsourcing**

A vetted professional chosen against that map, from Admin to Tech & AI: bilingual, trained in Emily Academy before day one, working your hours under a US contract, with the free unlimited replacement guarantee for the entire duration of your agreement.

03 **Technology**

Every hour, task and KPI lives in MyVirtualBPO, so the work is visible from your phone instead of reported back to you. AI handles the repetitive part; your Emily handles the judgement.

The Xperience, and the life it leads to

= **The VCEO Experience**

Six steps: you fill out the Job Order Form, we set up tasks and KPIs, you follow the project, the reports start arriving, we keep training your Emily, and you get surveys and reviews. Onboarding, SOPs, tools and reporting are part of it, not extras.

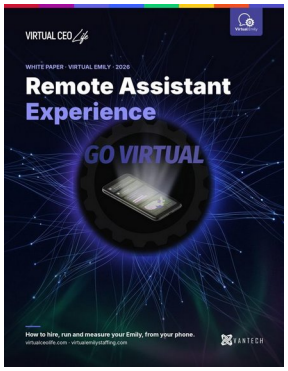
→ **The Virtual CEO Life**

One result: you stop operating the company and start owning it. Time, mobility and clarity, which is what running the whole thing from a phone really means.

KEEP READING

The playbook, in writing

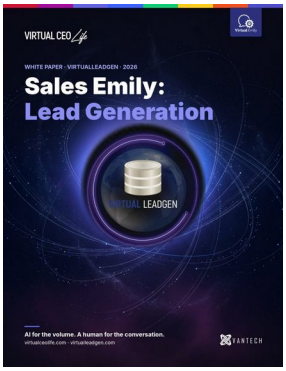
Free PDFs and tools from Joe. Each one picks up a different part of the story.



WHITE PAPER 2026

Go Virtual: the Remote Assistant Experience

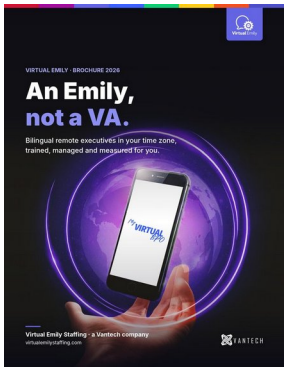
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LEADGEN 2026

Sales Emily: Virtual LeadGen

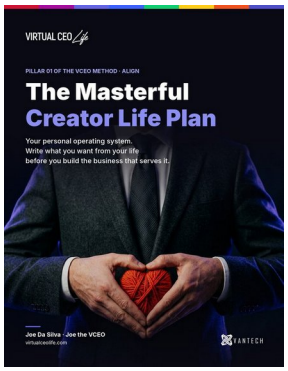
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BROCHURE

Virtual Emily brochure 2026

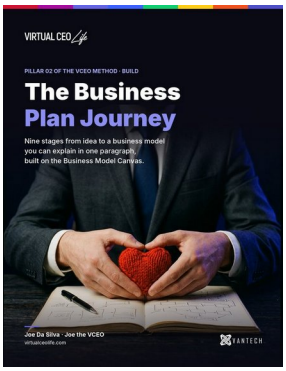
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WORKBOOK · PILLAR 01

The Masterful Creator Life Plan

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WORKBOOK · PILLAR 02

The Business Plan Journey

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CASE STUDY

Startup VCEO: the case study

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Ready to hire? Get the Job Order Form · Free tools: VCEO Diagnostic calculator · Talent Finder calculator

YOUR NEXT STEP

Meet Joe, the Virtual CEO.

Meet Joe, the Virtual CEO

Book the free 60-minute EMOP Diagnostic and see the VCEO Xperience applied to your company.

joethevceo.com →

Not sure where to start? Book the free 60-minute EMOP Diagnostic with Joe at **joethevceo.com**.

Free guides and calculators: **virtualceolife.com/resources.html**

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