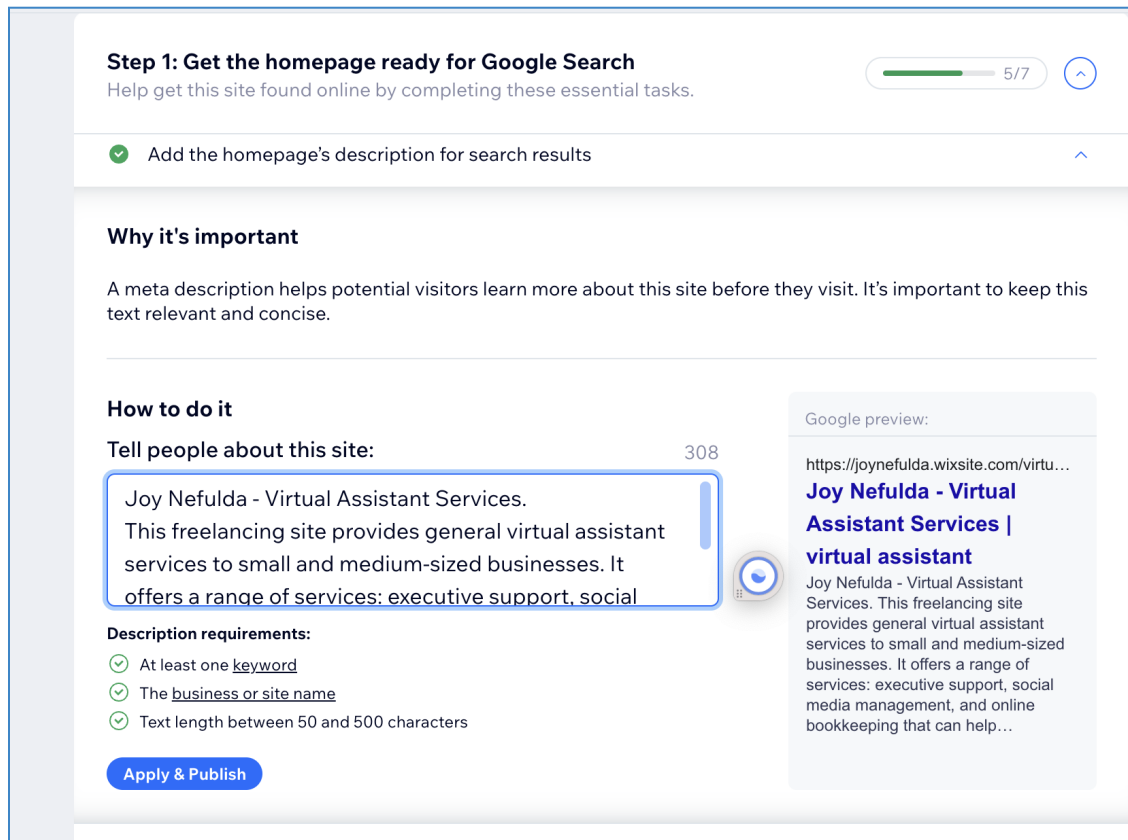
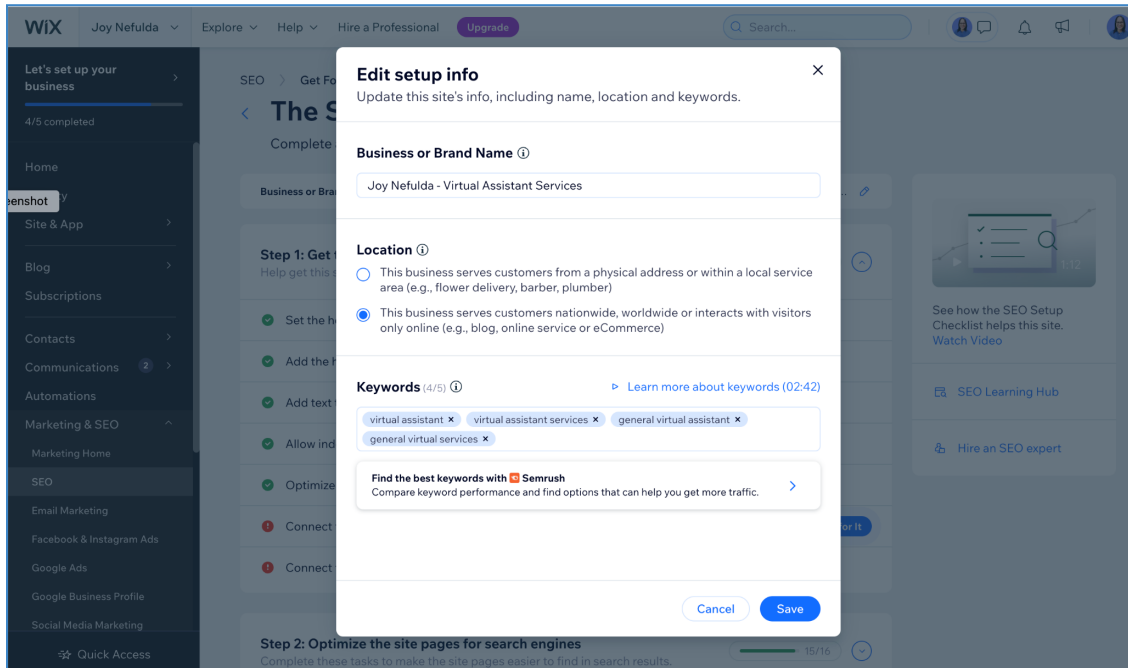


# SEO On-Page Optimization

## Optimized Page



## Step 2: Optimize the site pages for search engines



✓ Add the **PORTFOLIO** page's meta description for search results

## Why it's important

A meta description helps potential visitors learn more about this site before they visit. It's important to keep this text relevant and concise.

## How to do it

Tell people about this site:

295

Portfolio | This freelancing site provides an overview of the key components of a portfolio, branding template, transcription, social media management and marketing plan, organic social media campaigns, and

## Description requirements:

✓ Text length between 50 and 500 characters

Apply & Publish

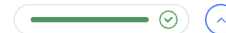
Google preview:

https://joynefulda.wixsite.com/virtu...

**PORTFOLIO | Joy Nefulda - Virtual Assistant Services**

Portfolio | This freelancing site provides an overview of the key components of a portfolio, branding template, transcription, social media management and marketing plan, organic social media campaigns, and social media content plan to help business owners decide on hiring a...

## Step 2: Optimize the site pages for search engines



✓ Add the **SERVICES** page's meta description for search results

## Why it's important

A meta description helps potential visitors learn more about this site before they visit. It's important to keep this text relevant and concise.

## How to do it

Tell people about this site:

219

services offered by a general virtual assistant, and a freelancing business, and how they can help businesses increase their online presence and improve their business. |

## Description requirements:

✓ Text length between 50 and 500 characters

Apply & Publish

Google preview:

https://joynefulda.wixsite.com/virtu...

**SERVICES | Joy Nefulda - Virtual Assistant Services**

Services | This site provides an overview of the services offered by a general virtual assistant, and a freelancing business, and how they can help businesses increase their online presence and improve their business.

## Step 2: Optimize the site pages for search engines



- ✓ Add the **CONTACT** page's meta description for search results



### Why it's important

A meta description helps potential visitors learn more about this site before they visit. It's important to keep this text relevant and concise.

### How to do it

Tell people about this site:

199

Contact | This freelancing site is a virtual assistant service that offers a range of services to small and medium-sized businesses.

Want to know more about my business? I'd love to

#### Description requirements:

- ✓ Text length between 50 and 500 characters

Apply & Publish

Google preview:

<https://joynefulda.wixsite.com/virtu...>

**CONTACT | Joy Nefulda - Virtual Assistant Services**

Contact | This freelancing site is a virtual assistant service that offers a range of services to small and medium-sized businesses. Want to know more about my business? I'd love to hear from you.



## < The SEO Setup Checklist

Complete all checklist tasks to help this site get found in search results.

**Business or Brand Name:** Joy Nefulda - Virtu... | **Keywords:** virtual assistant, virtual assistant services, general virtual assi...

### Step 1: Get the homepage ready for Google Search

Help get this site found online by completing these essential tasks.



- ✓ Set the homepage's title for search results
- ✓ Add the homepage's description for search results
- ✓ Add text to the homepage
- ✓ Allow indexing to make your homepage visible in search results
- ✓ Optimize the site for mobile devices
- ❗ Connect this site to a custom domain (Premium feature)
- ❗ Connect this site to Search Console

## Step 2: Optimize the site pages for search engines



### ABOUT ME

- ✓ Add alt text to all images on the homepage
- ✓ Add links to the homepage

### BLOG

- ✓ Set the **BLOG** page's title for search results
- ✓ Add the **BLOG** page's meta description for search results
- ✓ Add links to the **BLOG** page

### CONTACT

- ✓ Set the **CONTACT** page's title for search results
- ✓ Add the **CONTACT** page's meta description for search results
- ✓ Add links to the **CONTACT** page

## Step 2: Optimize the site pages for search engines



### SERVICES

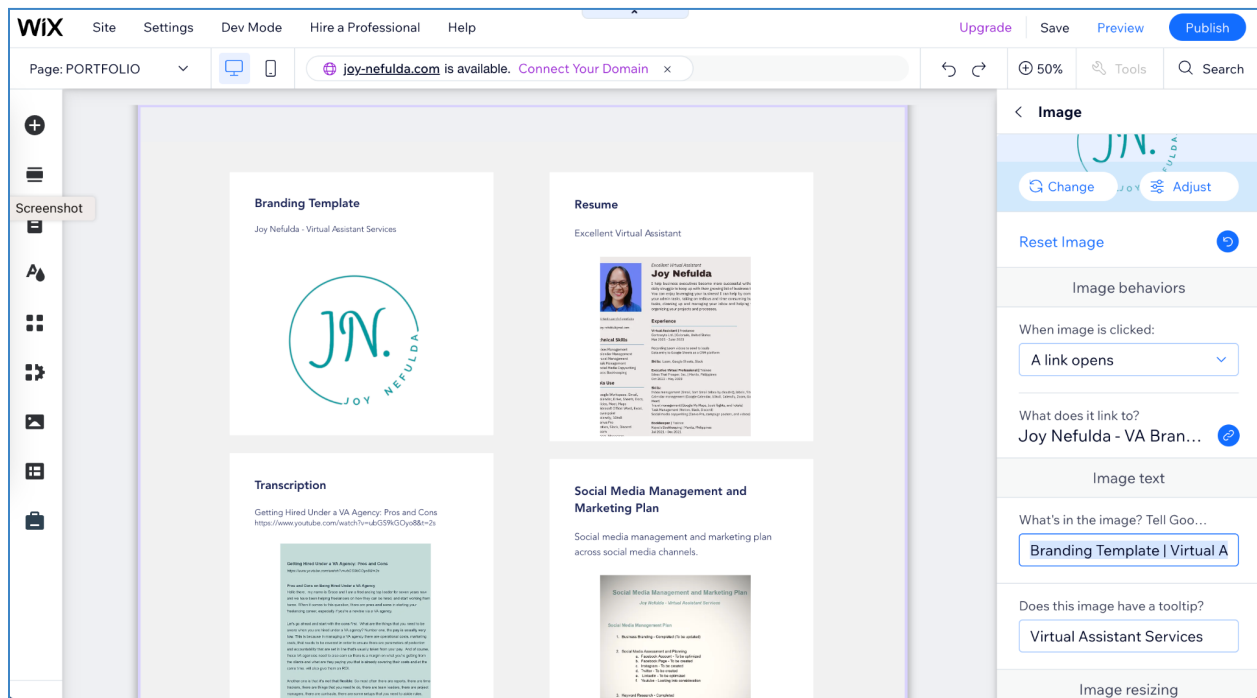
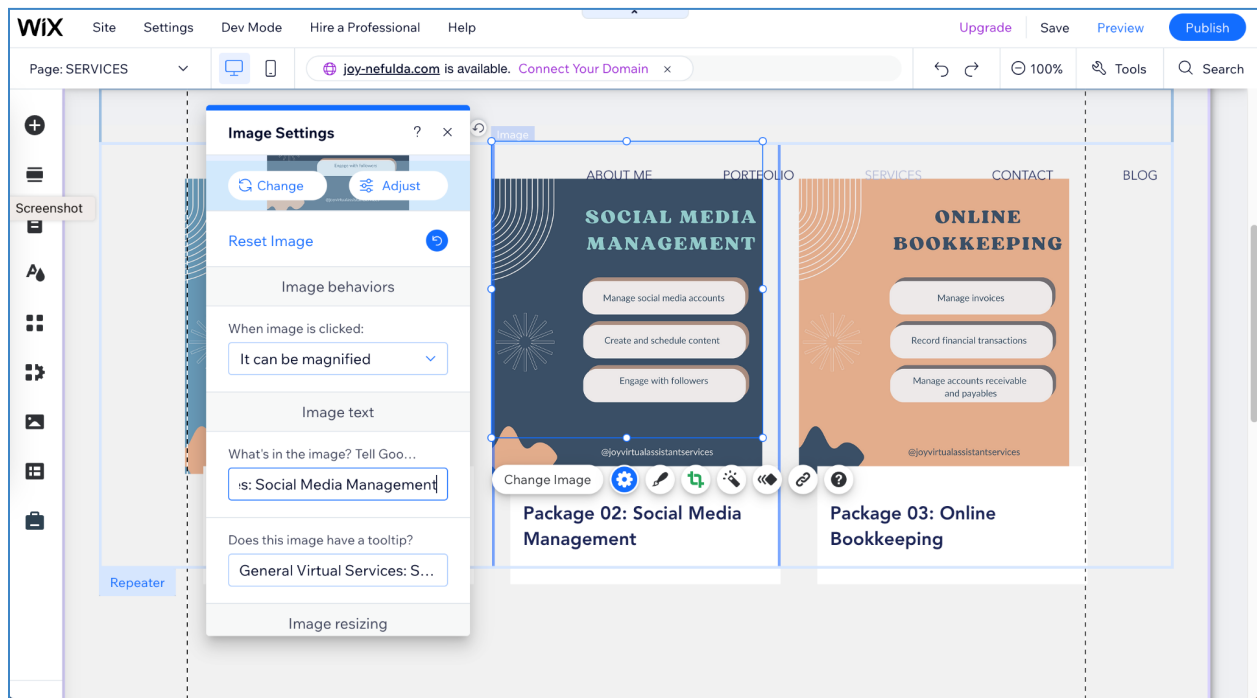
- ✓ Set the **SERVICES** page's title for search results
- ✓ Add the **SERVICES** page's meta description for search results
- ✓ Add alt text to all images on the **SERVICES** page
- ✓ Add links to the **SERVICES** page

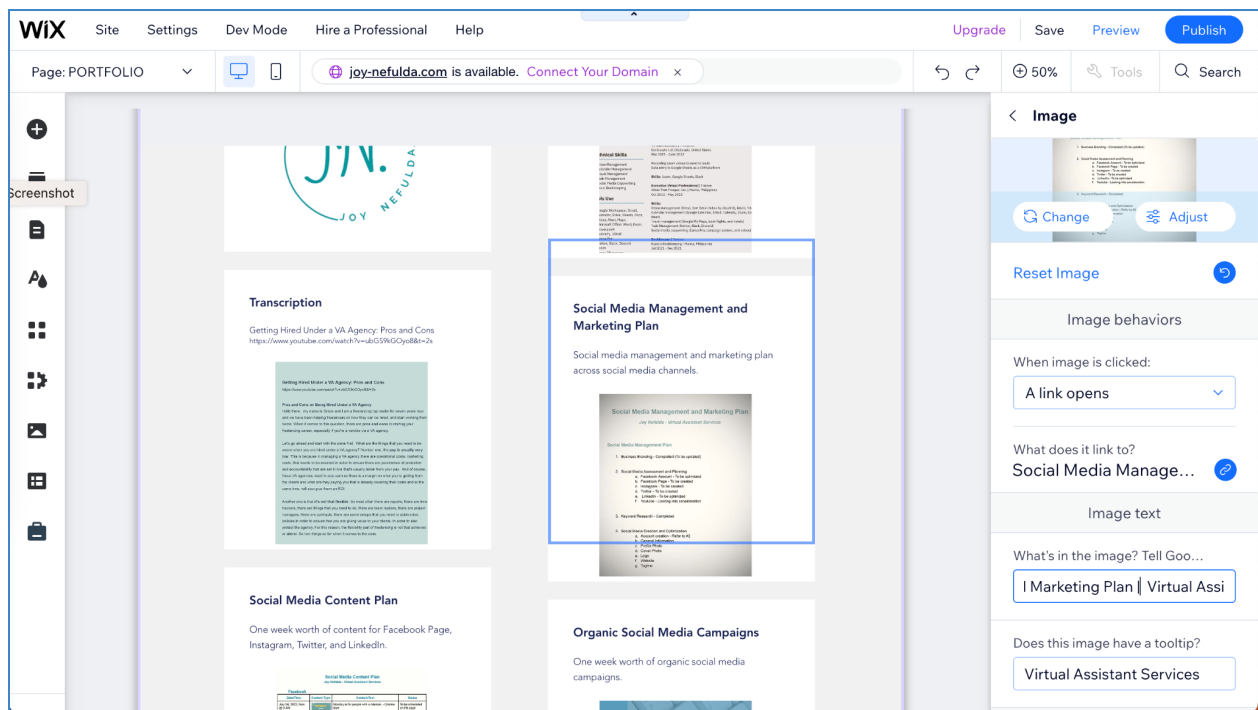
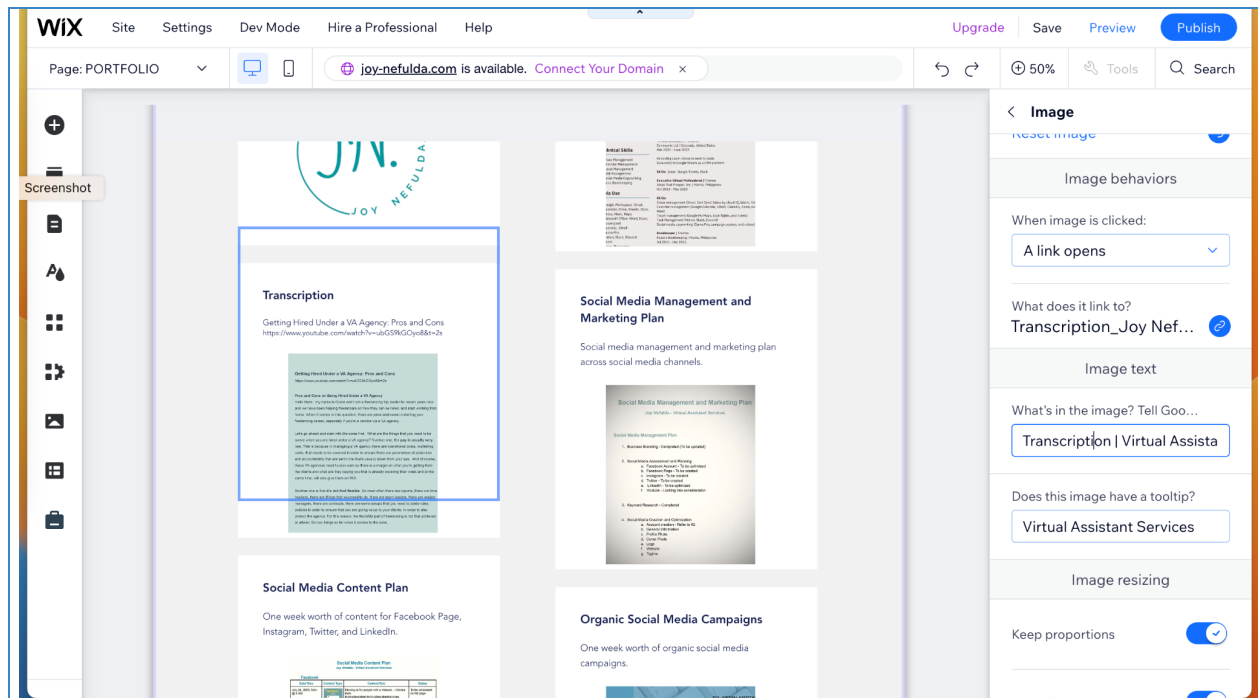
### PORTFOLIO

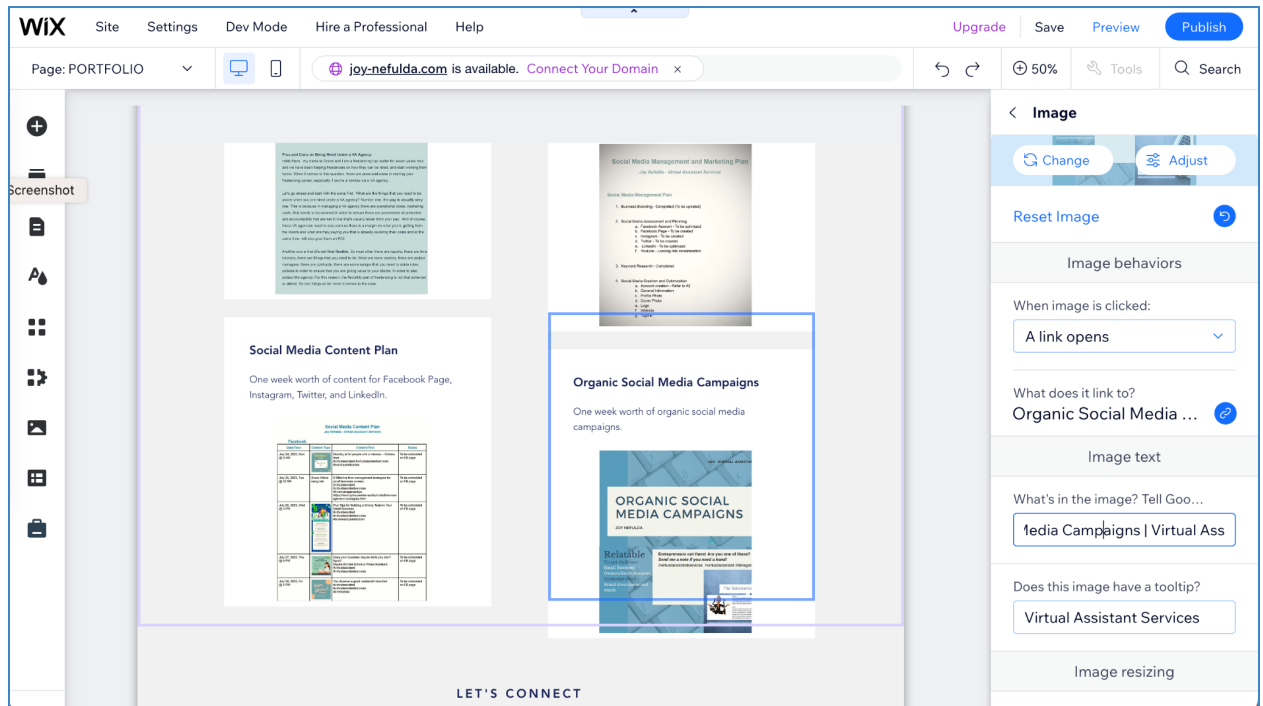
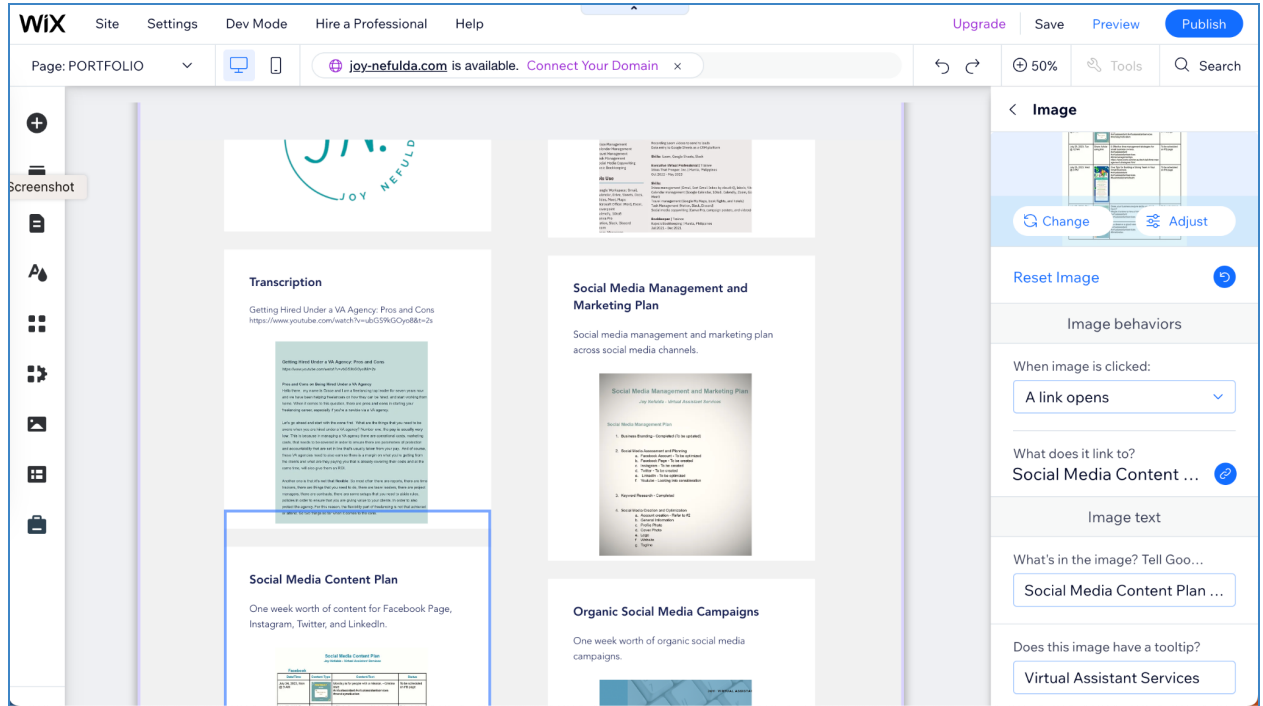
- ✓ Set the **PORTFOLIO** page's title for search results
- ✓ Add the **PORTFOLIO** page's meta description for search results
- ✓ Add alt text to all images on the **PORTFOLIO** page
- ✓ Add links to the **PORTFOLIO** page



# Optimized Photos







## Optimized Post

## Categories and Tags

← Back

Unpublished Changes

Save

Preview

Publish

+

Add

Screenshot

Settings

Q

SEO

Categories

Tags

\$

Monetize

Translate

Categories

Let readers browse your posts by topic, e.g. food, lifestyle & travel.

Assign a category

☒ Online Writing

☒ Virtual Assistant Services Main Category

+ Create Category

Tip! To show category posts on different pages, add a post list. [Learn more](#)

Paragraph

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Notes

Time Management Best Practices

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Tags ×

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virtual assistant ×

virtual assistant services ×

freelancing × online writing ×

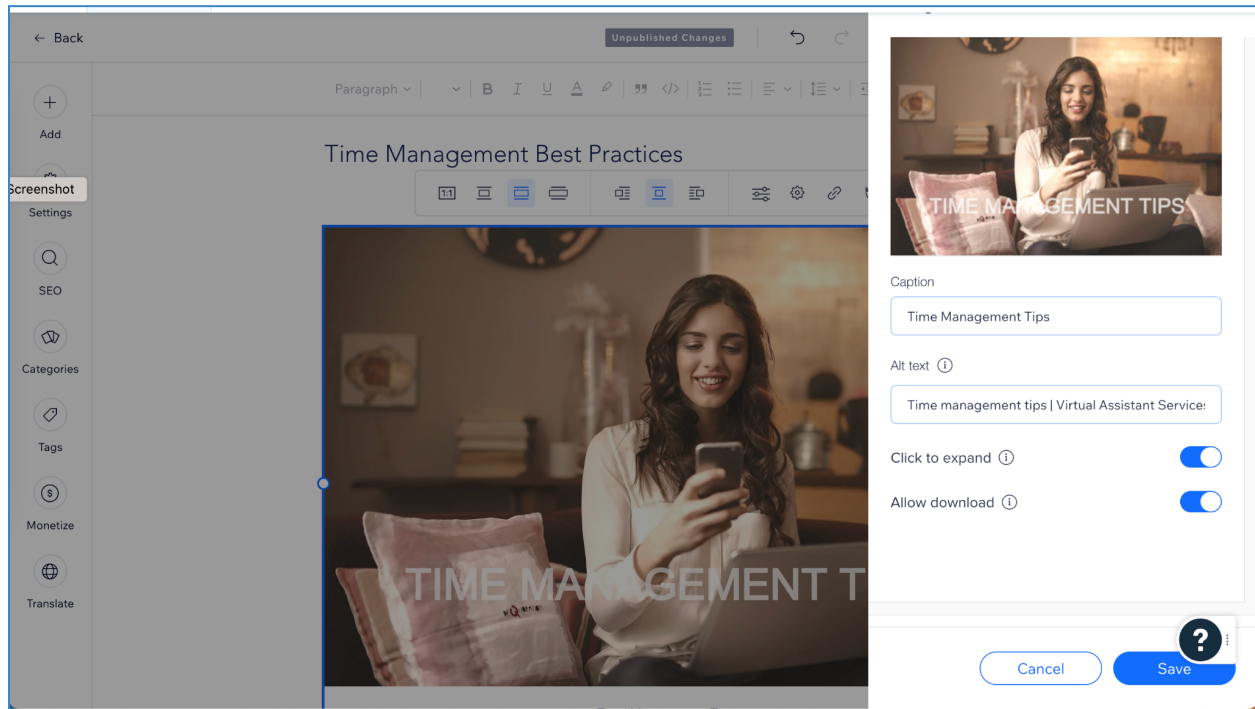
time management ×

Time Management Best Practices

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TIME MANAGEMENT TIPS

## Alternative Text



← Back

Unpublished Changes

Paragraph

Time Management Best Practices

TIME MANAGEMENT TIPS

Caption

Time Management Tips

Alt text ⓘ

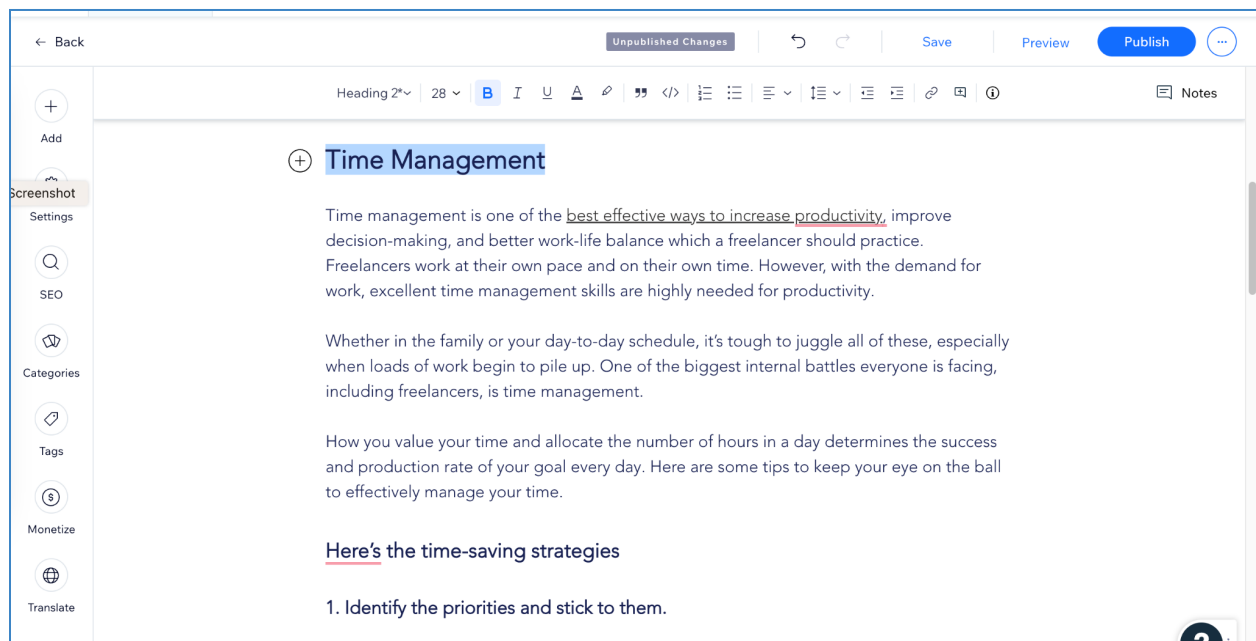
Time management tips | Virtual Assistant Service

Click to expand ⓘ ☒

Allow download ⓘ ☒

Cancel Save

## HTML Tagging - Heading 2



← Back

Unpublished Changes

Save Preview Publish

Heading 2 28 B I U A

Notes

+ Time Management

Time management is one of the best effective ways to increase productivity, improve decision-making, and better work-life balance which a freelancer should practice. Freelancers work at their own pace and on their own time. However, with the demand for work, excellent time management skills are highly needed for productivity.

Whether in the family or your day-to-day schedule, it's tough to juggle all of these, especially when loads of work begin to pile up. One of the biggest internal battles everyone is facing, including freelancers, is time management.

How you value your time and allocate the number of hours in a day determines the success and production rate of your goal every day. Here are some tips to keep your eye on the ball to effectively manage your time.

Here's the time-saving strategies

1. Identify the priorities and stick to them.

## HTML Tagging - Heading 3

The screenshot shows a web editor interface. At the top, there's a navigation bar with a back arrow, 'Unpublished Changes', undo/redo icons, 'Save', 'Preview', and 'Publish' buttons. Below this is a toolbar with various formatting options like bold, italic, underline, link, etc. The main editing area contains a heading 'Here are the time-saving strategies' which is highlighted in blue. Below the heading, there's a list item '1. Identify the priorities and stick to them.' followed by two paragraphs of text. The left sidebar contains icons for 'Add', 'Screenshot', 'Settings', 'SEO', 'Categories', 'Tags', 'Monetize', and 'Translate'. A small '4' in a circle is visible in the bottom right corner of the editing area.

## HTML Tagging - Heading 4

The screenshot shows a web editor interface, similar to the one above. The navigation bar and toolbar are the same. The main editing area contains a heading 'Here are the time-saving strategies' which is highlighted in blue. Below the heading, there's a list item '1. Identify the priorities and stick to them.' followed by two paragraphs of text. The left sidebar contains icons for 'Add', 'Settings', 'App Store', 'SEO', 'Categories', 'Tags', 'Monetize', and 'Translate'. A small '4' in a circle is visible in the bottom right corner of the editing area.

## HTML Tagging - Heading 5

The screenshot shows a text editor interface with a sidebar on the left containing icons for Add, Screenshot, Settings, SEO, Categories, Tags, Monetize, and Translate. The top bar includes a 'Back' button, an 'Unpublished Changes' indicator, and buttons for 'Save', 'Preview', and 'Publish'. The main editing area has a toolbar with various formatting options. The text being edited is as follows:

- **Save time**
- Instead of remembering what you will be doing that day, you can make most of the time doing the tasks.
- **Productive**
- You can easily prioritize the most important task and keep track of what you do that day.
- **Motivate**
- A checklist motivates you to take action and complete the task. Since a checklist makes you more successful and productive, it encourages you to work on your writing.
- 7. Rest**
- After all the hard work and getting things done, you need to reward yourself too. It could be having a vacation, pampering yourself, or simply sleeping well and not doing anything to give you time to breathe and relax. You can only do so much by working so hard. If you fail to give your body a rest, you might be burned out. You may be working so hard to pay the bill for the hospitalization.

A red circle with the number '4' is visible in the bottom right corner of the editor area.

## HTML Tagging - Paragraph

The screenshot shows the same text editor interface as above. The text being edited is as follows:

We have different commitments and responsibilities in our families, careers, and businesses. The question is, what keeps you busy? Are the things you do right now worth your effort toward your goal? What consumes your day? We all have different priorities. Your priorities may be different from the others. How you set your priorities depends on the things that matter to you the most.

Identifying your priorities is the first step in time management. You need to ask yourself the most important things. What makes you happy, and what is it that you want? When you know what your priorities are, you know what to treasure and what to value. When you have finally figured it out, you have a clear direction on what you want to start.

**2. Plan ahead**

If you don't plan, you will be doing things that are not valuable, and it is a waste of time. Not planning ahead is quite costly, and our main rival is time itself, and you don't have much of it. Planning ahead means directing your day to allocate sufficient time to complete the tasks and get to your routine to be more efficient and productive. Some secrets to success are preparation, hard work, and learning from failures. Part of the preparation process is to plan ahead to identify the things you have accomplished and have not done in a day. To do so, make a daily schedule and go into details like allocating specific time to finish a task and stick to your routine.

A red circle with the number '4' is visible in the bottom right corner of the editor area.



## External Link

The screenshot shows a content editor interface. On the left is a sidebar with icons for 'Add', 'Screenshot', 'Settings', 'SEO', 'Categories', 'Tags', 'Monetize', and 'Translate'. The main editor area has a top bar with 'Paragraph' format, '18' font size, and various text formatting icons. A modal window titled 'What do you want to link to?' is open. It has two tabs: 'Web Address' (selected) and 'Section'. The 'Web Address' tab contains a text input field with the URL 'https://www.indeed.com/career-advice/ca'. Below the input field are three checkboxes: 'Link opens in a new tab' (checked), 'nofollow' (unchecked), and 'sponsored' (unchecked). At the bottom of the modal are three buttons: 'Remove Link', 'Cancel', and 'Save'. In the background, the article content is visible, featuring a header image with the text 'TIME M', a section title 'Time Management', and two paragraphs of text. A 'Notes' icon is in the top right corner.

## Internal Link

The screenshot shows the same content editor interface as above. The modal window is open, showing the 'Web Address' tab with the URL 'https://joynefulda.wixsite.com/virtualassis'. The 'Link opens in a new tab' checkbox is checked. The background content includes a section titled '• Motivate' with a paragraph, a section titled '7. Rest' with a paragraph, and a paragraph starting with 'Even God rested on the sever...'. At the bottom, there is a source attribution: 'Source: https://courses.thesurgemarketplace.com/time-management-best-practices/'. The sidebar and top bar are identical to the previous screenshot.