

# 50 TASKS A VA CAN DO FOR YOU!

You know you should hire help but you are not sure what exactly a virtual assistant can do for you. Here are 50 things you can delegate to a VA. Once you do you feel a huge burden lifted & you will watch you business grow!

## ADMIN TASKS

- Inbox Detox & Management
- Schedule Management
- Proofreading
- Presentation Preparation
- Bookkeeping
- Travel Planning
- Dinner / Hotel Reservations
- Invoicing
- CRM Management
- Transcription
- Data Entry
- Research
- Project Management
- Event Management
- E-book Formatting

## SMALL BUSINESS TASKS

- Branding
- Graphic Design
- Copywriting
- Website Design
- Website Maintenance
- Writing & Scheduling Blog posts
- Blog Formatting
- Moderating Blog Comments
- Website Analytics Reporting
- SEO Optimization
- Webinar Creation
- Live webinar assistance
- Product Launch Assistance
- Video Editing / Photo Editing
- Podcast Creation
- Customer Service

## SOCIAL MEDIA + MARKETING SKILLS

|                                  |                                    |
|----------------------------------|------------------------------------|
| Content Creation                 | Uploading Videos to YouTube        |
| Content Calendar Management      | Set up and run Giveaways           |
| Social Media Scheduling          | Email Marketing                    |
| Social Media Ads                 | Create Opt-in Freebies             |
| Schedule Pinterest Pins Moderate | Sales funnel Creation & Management |
| Facebook Group                   | Press Releases                     |
| Moderating Social Media Comments | PR Management                      |
| Creating Graphics                | Running Affiliate Programs         |

