

# 150 TASKS YOU CAN DELEGATE TO A VIRTUAL ASSISTANT

**OUTSOURCE THOSE TASKS YOU CAN'T DO, DON'T DO AND SHOULDN'T DO**



+ Add task			
Task name	Due date	Projects	
▼ Recently assigned			
▼ Today			
<input checked="" type="checkbox"/> Invoice John Key for Chime Project		Admin	
<input checked="" type="checkbox"/> Review monthly reports		Admin	
<input checked="" type="checkbox"/> Check in on Jimmy's onboarding		Admin	
<input checked="" type="checkbox"/> Schedule zoom with Ryan		Admin	
<input checked="" type="checkbox"/> Cashflow report		Admin	
<input checked="" type="checkbox"/> Daily Hubspot tasks		Admin	
<input checked="" type="checkbox"/> Review team expenses (payroll)		Admin	
<input checked="" type="checkbox"/> Zoom prep for team meeting Friday		Admin	
<input checked="" type="checkbox"/> Reconcile 001 account		Admin	
Add task...			
▼ Upcoming			
▼ Wish List			
<input checked="" type="checkbox"/> Review pricing for top tier clients		Profitability	
<input checked="" type="checkbox"/> Go through marketing strategy with Rise Agency		Pipeline	
<input checked="" type="checkbox"/> Work on values reward project for 2023		Culture	
<input checked="" type="checkbox"/> Meet book publisher's deadline (how?)		Positioning	
Add task...			

You know you need a hand, you shouldn't have to do those tasks you can't do, don't do, or shouldn't do.

Tasks that need doing, but don't need doing by you.

A virtual assistant is a scalable resource to make sure you spend more time in your zone of genius ... doing those tasks only you can do.

Browse through this guide, often clients who start working with us struggle knowing what they CAN delegate. It's a tip in the iceberg in terms of what's possible to delegate but *we've captured the most popular tasks* to help you see what's possible.

Note down those tasks you see as either not being done in your business (and should be) or being done by you and isn't the best use of your time.

Then, if you're keen to learn more about how we can help you simply click this link for a no-strings chat with Justine.

Before you know it you'll be working on the tasks you love doing, that only you can do and that ultimately increase your revenue, grow your business ... and give you your life back!

Justine



“Productivity is not about getting more things done;  
it's about getting the right things done.”  
~ Michael Hyatt (Free to Focus)

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Virtual Business Management

- Automation strategy and implementation
- Client Onboarding
- CRM management
- Data entry
- Database and list maintenance
- Dropbox / Google Drive organisation
- CRM support and management
- LastPass setup
- Managing online bookings
- Managing website updates
- PDF conversion: splitting and merging
- Resource library: creation, maintenance and management
- SOP and procedure creation and management
- Spreadsheet creation and management
- Supplier pricing research
- Training manuals and Materials
- Training of new virtual staff
- Transcription of video and audio files
- Updating staff headshots & team images

# DESIGN

- Branding and Re-branding
- Canva templates and images
- Company branding
- Diagrams and flowcharts
- Document template construction
- Document template creation and organisation
- eBook creation and formatting
- Email signature creation and setup
- Forms creation
- Logo design
- Photo & image edits
- PowerPoint presentations
- Report creation
- SlideShare presentations
- Social media posts, banners, quotes, blog images
- Sourcing images (free and paid)
- Style guide creation
- Website design and development

- Coordinating events:
  - Meetings
  - Product launches
  - Conferences
- Staff incentives
- Workshops
- Boutique events
- Delegate management
- Onsite management
- Project management
- Supplier management
- Travel arrangements
- Venue and supplier research

- Annual Reports
- Booking personal appointments (doctor/dentist/school etc.)
- Calendar management – scheduling clients and appointments
- Co-ordinating birthday parties
- Co-ordinating gifts and flowers
- Co-ordinating reservations and personal catch ups
- Company Newsletters
- Customer service email support
- Diary and calendar management
- Distribution of client material
- Drafting agendas for meetings and events
- Editing / proofreading emails
- Email management – reviewing your inbox and actioning tasks where appropriate
- Expense reports and reimbursements
- Facilitating meetings – coordinating attendees, location and requirements
- Organising catering for groups of all sizes

- Presentation slides creation
- Proofreading and grammar checking
- Recruitment: developing job descriptions, job advert, running ad, processing applicants, phone screening, reference checks, interview coordination, contract preparation
- Reminder services
- Researching and booking childcare/holiday programmes
- Sending invitations, e-cards
- Travel and accommodation arrangements
- Voicemail checking





# FINANCE

- Accounts payable (including batch payments)
- Budget management
- Bank integration
- Bank reconciliation
- Credit control and statements
- GST returns
- Month end bookkeeping
- Monthly financial dashboards
- Payroll
- Producing and distributing client invoices
- Xero setup and integrations



## Log in to Xero



Log in

[Forgot password?](#)

[Can't log in?](#)



## Websites

- Website design
- eCommerce setup and maintenance
- Plugins and automation
- Site maintenance

## Content Marketing

- Adding tags and images to blog posts
- Blogging strategy and implementation
- Content calendar setup and implementation
- Content marketing
- Moderating blog comments
- Repurposing content
- Voiceovers for presentations



## Email Marketing

- Creating and scheduling broadcast emails to promote content
- Creating email newsletters
- Editing follow-up emails and auto-responders
- Email sequences
- Email templates and automation
- Mailchimp automation
- Newsletter: templates, creation, distribution and reporting (with recommendations/summary)

## List Building

- Adding and removing subscribers from lists
- List building strategy, implementation and reporting
- Managing inactive subscribers



## Lead Generation

- Conversion pixels and remarketing
- Create opt-ins and call to action assets
- Designing landing / sales / opt-in pages
- Landing page sequence strategy, creation, reporting and recommendations
- Onboarding new subscribers
- Prospect tracking and marketing
- Sales funnels: creation, strategy and management
- Webinar strategies, management, setup and support

## Online Courses

- Course validation research
- Online course creation
- Online launch strategy, implementation and reporting
- Online course admin and community support

## Social Media

- Answer enquiries and messages on all channel and profiles
- Create pinnable images on Pinterest
- Scheduling and tracking pins, posts and tweets
- Social media ad campaigns
- Updating social media profiles: banners, groups, copy, call to actions etc

## SEO Optimisation

- Checking backlinks and broken links
- Directory submissions
- Google Analytics reporting
- SEO strategy and implementation
- Sitemap submissions



## Strategy

- Competitor analysis
- Ideal customer avator/buyer personal research and creation
- Marketing strategy and implementation
- Survey creation, setup, distribution and reporting (with recommendations/summary)

## Video Marketing

- Canva videos (and video templates)
- Adding intro and outro to video
- Create and manage YouTube account (including playlists, channels)
- Editing of audio and video files
- Leveraging videos on IGTV, YouTube, Facebook, Anchor.fm, LinkedIn
- Optimising videos
- Removing background noise from audio and video
- Thumbnails for video
- Video animation
- YouTube marketing strategy

While a VA essentially gives you your time back, a VBM works alongside of you to help you build a more profitable business.

A VBM is responsible for making sure the right things are done, at the right time, in the right way, by the right people.

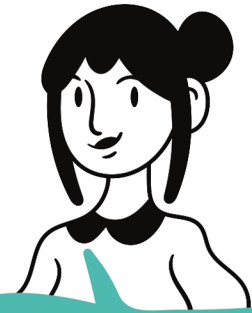
They help create a strong operational foundation from which you can sustainably scale, executing your vision and projects amongst your team.

[Click here for more information](#) on how a VBM can help you build the business you dream of.

This all sounds great but ...



I don't have time  
(that's the problem!)

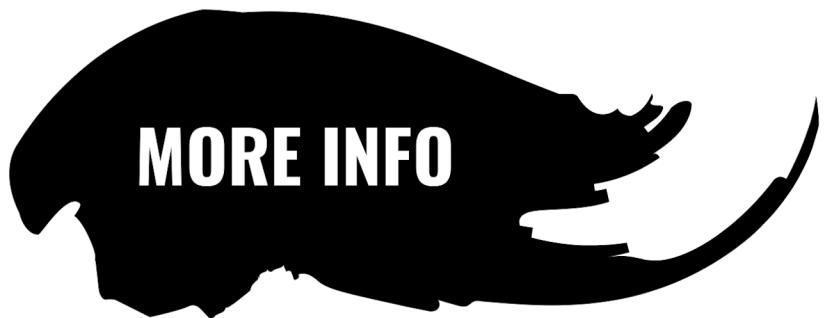


## INTRODUCING THE 90-DAY ACCELERATOR PROGRAMME

For business owners who want their time back

And need a partner to help them get there

**MORE INFO**





## CONTACT INFORMATION

"Most of us spend too much time on what is urgent, and not enough time on what is important."

Steven Covey  
(you're **not** that person!)

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