



100 TASKS

**A VIRTUAL ASSISTANT
CAN HELP YOU WITH**



Running a business often means you end up wearing too many hats.

You might find yourself acting as the business owner, admin assistant, marketer, customer support team, and bookkeeper all at the same time.

The challenge isn't your capability. The challenge is your time.

You can easily spend hours each week on tasks that keep the business running but don't actually help it grow.

This is where a Virtual Assistant can support you.

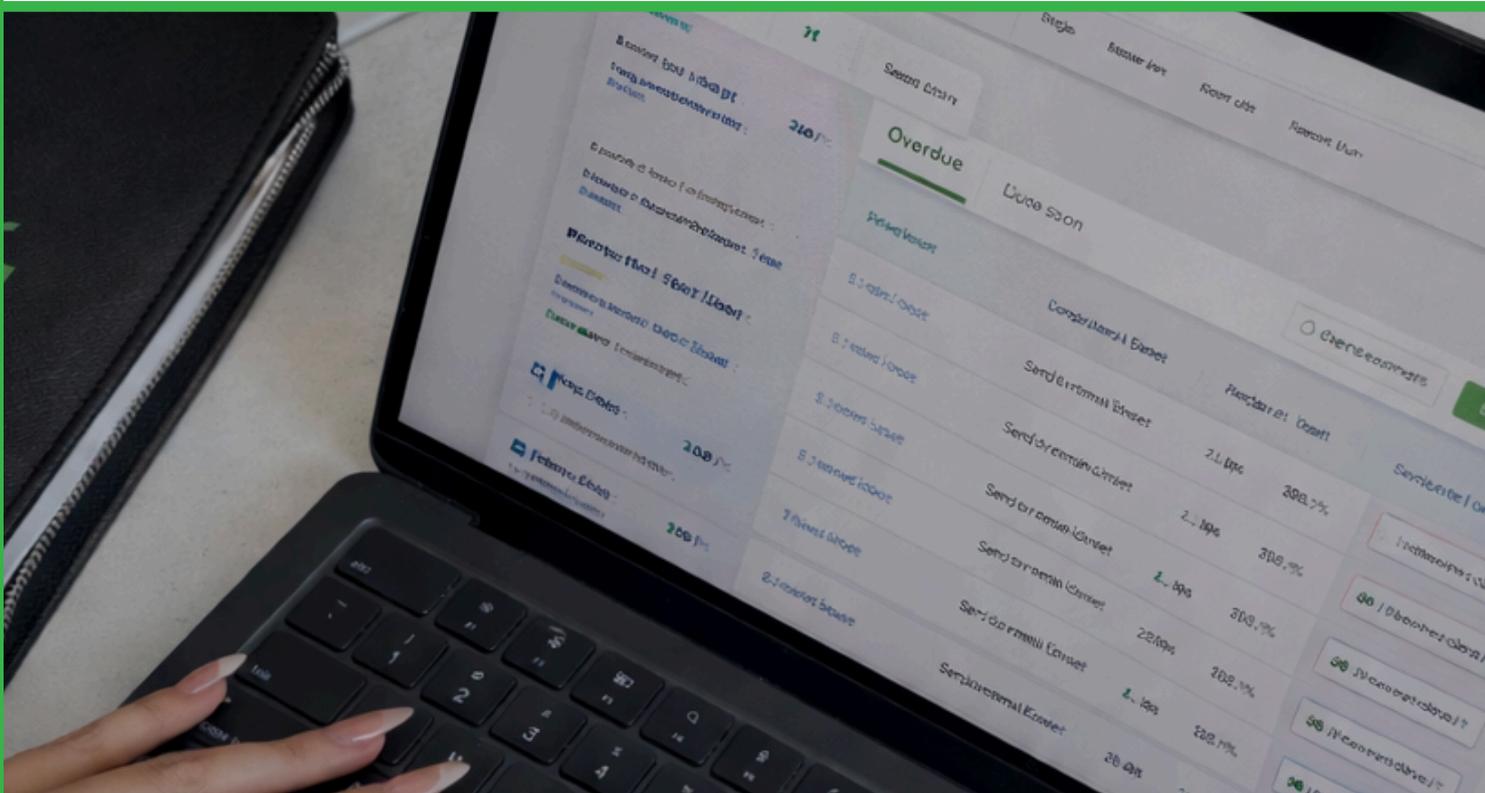
A Virtual Assistant is a remote professional who helps your business with administrative, marketing, operational, and technical tasks.

By delegating the right work, you can focus on higher-value activities such as strategy, sales, and building stronger client relationships.

Below are **100 tasks you can delegate to a Virtual Assistant** to help you free up time and run your business more efficiently.

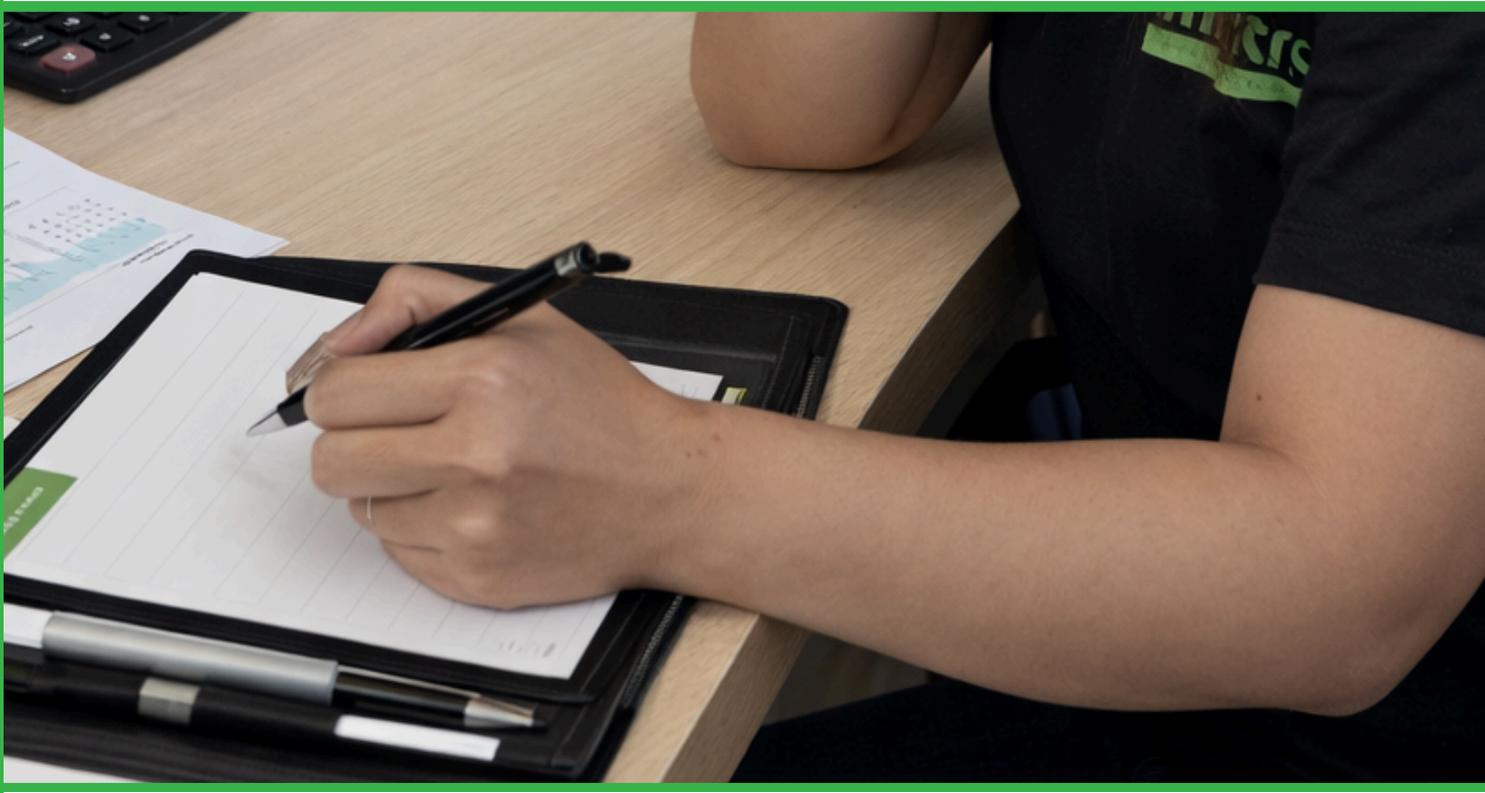
Email & Calendar Management

1. Organising inbox folders
2. Filtering spam and newsletters
3. Flagging important emails
4. Responding to routine enquiries
5. Drafting email replies
6. Managing follow up emails
7. Creating email templates
8. Managing shared inboxes
9. Calendar scheduling
10. Booking appointments
11. Sending meeting reminders
12. Coordinating team schedules
13. Booking Zoom or Teams meetings
14. Scheduling recurring meetings
15. Managing cancellations



Admin & Data Entry

16. Entering new client details into business systems
17. Updating client databases
18. Spreadsheet updates
19. Data cleaning and organisation
20. Uploading documents to systems
21. Updating client records
22. File and document organisation
23. Formatting documents
24. Preparing reports
25. Creating templates
26. Updating internal records
27. Converting documents to PDF
28. Managing online folders
29. Updating contact lists
30. Preparing meeting notes



Client Support

31. Responding to customer enquiries
32. Managing live chat
33. Handling support tickets
34. Following up customer requests
35. Managing client onboarding emails
36. Sending confirmations and reminders
37. Managing FAQs
38. Handling simple complaints
39. Processing customer updates
40. Customer feedback collection
41. Managing review responses
42. Updating customer records
43. Following up leads
44. Scheduling service bookings
45. Client check ins



Marketing Support

46. Scheduling social media posts
47. Creating Canva graphics for social media
48. Writing social media captions
49. Repurposing blog content into social posts
50. Uploading blog articles to websites
51. Updating website banners or images
52. Basic SEO keyword research
53. Creating email newsletter drafts
54. Managing email marketing lists
55. Updating Google Business Profile posts
56. Responding to social media comments
57. Monitoring social media messages
58. Collecting testimonials from clients
59. Uploading videos to YouTube
60. Creating basic marketing reports



Sales & Lead Management Support

- 61. Managing incoming lead enquiries
- 62. Responding to website enquiries
- 63. Logging new enquiries from website forms
- 64. Following up warm leads
- 65. Sending proposal templates
- 66. Booking discovery calls
- 67. Updating sales pipelines
- 68. Tracking lead sources
- 69. Preparing client onboarding documents
- 70. Sending follow up emails after meetings

Operations & Project Support

- 71. Creating task lists
- 72. Updating project boards
- 73. Managing Monday.com boards
- 74. Tracking project progress
- 75. Updating SOPs
- 76. Documenting workflows
- 77. File organisation systems
- 78. Meeting summaries
- 79. Team follow ups
- 80. Workflow improvements



Personal Assistant Support

- 81. Managing incoming lead enquiries
- 82. Responding to website enquiries
- 83. Assigning leads to sales team members
- 84. Following up warm leads
- 85. Sending proposal templates
- 86. Booking discovery calls
- 87. Updating sales pipelines
- 88. Tracking lead sources
- 89. Preparing client onboarding documents
- 90. Sending follow up emails after meetings

Operations & Project Support

- 91. Preparing meeting agendas
- 92. Taking meeting minutes
- 93. Preparing presentation slides
- 94. Drafting internal communications
- 95. Coordinating leadership meetings
- 96. Tracking action items
- 97. Preparing executive reports
- 98. Researching business opportunities
- 99. Preparing briefing documents
- 100. Maintaining internal dashboards and tracking sheets





Imagine freeing up **10 to 20** hours each week by **delegating tasks** like these.

Instead of spending your time on admin, emails, scheduling, and follow-ups, you can focus more on running jobs, managing your team, and growing your business.

Scan to book your free discovery meeting and start growing your team today!





MORE TIME. LESS ADMIN.

You may spend hours each week dealing with emails, quotes, scheduling, and chasing invoices.

By delegating the right tasks, you can free up valuable time and focus on running jobs, supporting your team, and growing your business.