



# THE ALL-IN-ONE VA TASKLIST: 100 TASKS TO OUTSOURCE TO YOUR VIRTUAL ASSISTANT

		CURRENTLY DOING	CONTINUE DOING	OUTSOURCE
<b>Communication and Time Management</b>				
1	Triage emails			
2	Remove spam from email			
3	Import and create contact database			
4	Distribute outgoing greeting cards, invitations, etc.			
5	Manage calendars and schedules			
6	Schedule meetings and appointments			
7	Reconfirm appointments 24 hours prior			
8	Prep 2 weeks ahead and ensure meeting details have been noted			
9	Block travel time and link to map if a meeting is off-site			
10	Ask if notes are needed after every meeting and input if so			
11	Book meeting room and add details to calendar			
12	Book restaurants and input reservations			
13	Book accommodations and mark on record			
14	Book flights and add details on record			
15	Mark staff birthdays in calendar and remind manager			
<b>Organisational Data and File Management</b>				
16	Data entry			
17	Create and manage spreadsheets			
18	Prepare and present Powerpoint presentations			
19	Convert and merge PDF files			
20	File administration			
21	Transcript audio and video files			
22	Create document templates			
23	Create reports			
24	Add and remove contacts in email lists			
25	Create forms			



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		CURRENTLY DOING	CONTINUE DOING	OUTSOURCE
26	Organize meeting agenda			
27	Prepare meeting minutes			
<b>Systems Management</b>				
28	Create every new system learned in Google Sites			
29	Work with manager to help them document systems in Google Sites			
30	Convert systems into compact but comprehensive flowcharts			
31	Attend meetings with manager and document meeting minutes			
32	Assist manager with stock acquisition and restocking			
33	Work closely with manager to settle outstanding invoices			
34	Ensure files added to Google Drive and Dropbox are correctly labeled			
35	Create travel itineraries			
36	Track missing or delayed packages and ensure they arrive			
37	Assist manager in organising company events and parties			
<b>General &amp; Content Marketing</b>				
38	Conduct research online for content			
39	Manage blog/s			
40	Moderate blog/s			
41	Add tags and images in blog/s			
42	Generate leads			
<b>Social Media Management</b>				
43	Create Facebook Groups and Pages			
44	Create and schedule Facebook posts			
45	Develop LinkedIn and Facebook promotion strategies			
46	Create and manage YouTube channel/s			
47	Upload and publish videos on YouTube channel			
48	Create and categorize YouTube playlists			
49	Upload video content to social media and other video sharing sites			
50	Respond on all channels, pages & profiles			



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	CURRENTLY DOING	CONTINUE DOING	OUTSOURCE
51 Identify new groups to share content with			
52 Produce new lists for email marketing software			
53 Add and remove subscribers			
54 Promote content by creating and scheduling emails			
55 Edit and proofread emails			
56 Follow up emails and autoresponders			
57 Create and distribute newsletters			
<b>Administration</b>			
58 Edit audio files			
59 Background noise removal			
60 Produce additional video content such as introduction guides			
61 Edit images			
62 Set up podcasts and iTunes accounts			
63 Integrate podcasts into blog posts			
64 Create and monitor Facebook ad campaigns			
65 Create and monitor Google Adwords campaigns			
66 Manage team projects			
67 Organize content and material for initial training			
68 Train and induct new virtual staff members			
<b>CRM Management</b>			
69 Review all new contacts daily and delete any spam emails			
70 Revise new contacts by capitalising the first letter of names			
71 Ensure all mobile phone numbers are properly formatted for SMS			
72 Remove contacts who requested to be unsubscribed from your list			
73 Determine emails constantly hard bouncing and call/SMS to get a new email			
74 Call/SMS to get a new postal address if a mail is returned to sender			
75 Identify leads that are elapsing and alert manager			



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	CURRENTLY DOING	CONTINUE DOING	OUTSOURCE
76 Record & update meeting notes in the client's CRM record			
77 Create & send weekly analytics report on new leads			
78 Collaborate with the team on workflow automation			
79 Create & send weekly analytics report on new leads			
80 Collaborate with the team on workflow automation			
81 Work with manager to plan and build auto-responders			
<b>Web Hosting Management</b>			
82 Collaborate with manager & copywriter for new website content			
83 Update & update new blog posts			
84 Check that all images on a website are optimised for size and SEO			
85 Test & correct website for device & browser compatibilities			
86 Run a speed test on website and compile a list of issues to be fixed			
87 Work with website developer to manage and amend all flaws or deficiencies			
88 Employ tools to optimise all content titles and descriptions for SEO			
89 Use tech tools to find, fix, or redirect all dead website pages			
90 Increase the number of backlinks to company website			
91 Update to the latest version and manage plug-ins if using WordPress			
92 Set up Google Tag Manager and ensure desired tracking is functional			
93 Review Google Analytics, consolidate insights, and report key findings			
94 Set up Google Goals to determine the conversion rate of key pages			
95 Set up Google Alerts, scan daily, and report key findings to manager			
96 Set up Google Optimize to split-test headlines and images on site			
97 Work closely with manager to create and update website pages			
98 Install HotJar on website/s, review results, and report findings			
99 Work with manager to feature new testimonials on website			
100 Review & update support emails monthly			