

You know you're doing work that isn't the most profitable use of your time but exactly what can you ask someone else to do?  
**A LOT.**

When you're thinking about what to get a VA to do, it's tasks that

1. You hate doing.
2. Aren't the most profitable use of your time.
3. You can't do yourself.

Here are some ideas.

Got questions? Post them in the FB group to get help with this.

*Kate & Belinda*



## ADMIN

- ✓ Data entry, like contact details into your CRM
- ✓ Research for special projects like events
- ✓ Help with travel plans
- ✓ Streamline your admin systems to keep you on track
- ✓ Enter receipts into your accounting tool
- ✓ Follow up with outstanding debtors and send statements
- ✓ Booking appointments
- ✓ Creating documents (like proposals) from templates
- ✓ Create PDFs for you
- ✓ Transcription
- ✓ Proofreading
- ✓ Sending thank you cards and gifts
- ✓ Inbox management - managing spam, easy enquiries, filing content
- ✓ Calendar management



## MARKETING

- ✓ Load blog posts to your website
- ✓ Insert Tweet This into blog posts
- ✓ Load content into your email tool, like your email sequences or newsletter
- ✓ Create Trusted By graphics
- ✓ Help you create an ebook from blog posts
- ✓ Research blog topics
- ✓ Research your target market
- ✓ Create a media kit
- ✓ Load videos to YouTube/Vimeo and write settings
- ✓ Basic video editing
- ✓ Creating and loading subtitle files



## SOCIAL MEDIA

- ✓ Getting your social media setup
- ✓ Ongoing management of all your accounts
- ✓ Creating branded header images for social media
- ✓ Creating and adding events to your profiles
- ✓ Create a social media schedule and schedule posts
- ✓ Pull out social posts/tips from your blog posts and add to your schedule
- ✓ Create testimonial meme graphics and add to your schedule
- ✓ Add guest posts and interviews to your social media schedule
- ✓ Manage social media contacts and requests

