

# 153 TASKS

YOU CAN DELEGATE TO A  
**VIRTUAL ASSISTANT**



Congratulations on taking the first step towards working less hours and getting more done!

Delegating tasks to your virtual assistant is a smart way to scale your business without significant costs, time and effort.

Your virtual assistant can do a wide range of tasks for you, but it's sometimes difficult to know what you should be delegating, and where to start!

To help, we've put together a list of the most common tasks we get done for our existing clients. We suggest noting down a list of at least 10 tasks that would save your business the most time, in order of priority.

When you're making your list, consider tasks that really need doing, but aren't a good use of your time. The idea is to get you dealing with tasks only YOU can do. Anything else should be delegated to your staff or your virtual assistant.

Your staff can get bogged down by tasks that aren't part of their core duties too. This is not a great use of resources. Note down tasks they could delegate to increase time spent on what they are paid to do, and we'll take care of the rest at a fraction of their cost.

Book a free consultation with me or simply start your free one month trial to discuss your list. We'll have you delegating tasks and getting more done in no time.

Business Development Manager  
Damien Connolly

DJC

**“Focus on being productive instead of busy”**

Tim Ferriss, American podcaster, author and entrepreneur

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## ADMINISTRATION

- Automation Implementation
- Client Onboarding
- Terms of Service Documents
- Competitive Research/Analysis
- Correspondence
- Calendar Management
- CRM Management
- Data Entry
- Database Creation
- Excel Spreadsheets
- Editing Documents
- Email Inbox Management, Organization + Cleanup
- Google Suite / Apps for Business
- Market Research
- Post Creation
- PowerPoint
- Blogs
- Proofreading + Editing
- Reporting (almost anything)
- Sales Funnel Development + Support
- Powerpoint Presentations
- Booking Travel & Accommodation
- Travel Itinerary
- Scheduling Meetings & Appointments
- Facilitating Meetings and Events
- HR Support and Recruitment
- Team Support
- Resources Management
- Transcription Services
- Content, Writing and Typography

- Microsoft Word Documents
- Active Campaign Set Up and Management
- Mailchimp Set Up and Management
- Adobe Photoshop
- Automation Set Up
- Cloud Back-Up + Storage
- CRM Integration
- Custom Email Marketing Templates
- DropBox
- Form Development
- Google Forms
- Microsoft Office: Word, Excel, Powerpoint
- Website Maintenance & Security Protocols



## ACCOUNTING

- Preparing Monthly Management Accounts
- End of Year Financial Statements
- Income Tax Return
- Preparing Annual Budget (PNL, Balance Sheet and CashFlow)
- Monthly Key Performances Highlights (Presentation including the Dashboard of the Financial Position)
- Providing Monthly Variance Analysis (Comparison of Budget VS Actual and Monthly)
- Providing Monthly Expense Analysis
- Providing other ad hoc Operational Reports on request



## BOOKKEEPING

- Accounts Receivable
- Coding Bank Transactions
- Accounts Payable
- Payroll
- Xero set up and Reporting
- Bank Reconciliations
- Credit Control
- GST & FBT
- Monthly Reporting
- Budgets and Forecasts



# MARKETING

## CONTENT MARKETING

- Blog Creation and Optimisation
- Content Repurposing
- Content Calendar
- Content Strategy
- Measurement and Reporting
- Hashtag Research
- Copywriting

## EMAIL MARKETING

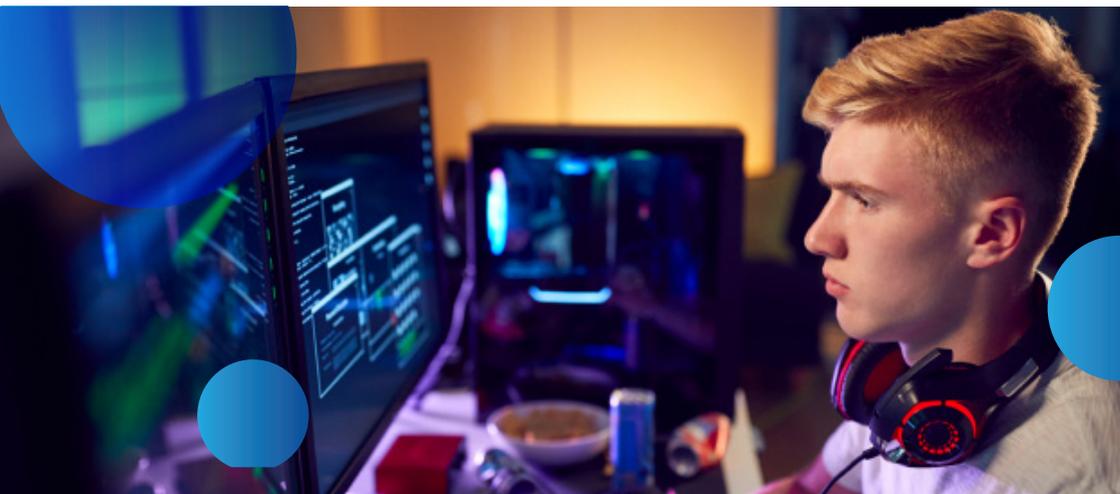
- Newsletter Campaigns
- Email Templates
- Measurement and Reporting
- Optimising “After the Send”
- List Building
- List Maintenance & Optimisation

## SOCIAL MEDIA

- Planning and Strategy
- Profile Optimisation
- Social Media Banners
- Post Creation
- Post Scheduling
- Group Marketing
- Canva Templates
- Direct Message Support
- Measurement and Reporting

## LEAD GENERATION

- Paid Campaigns
- Sales Funnels
- Pixels and Retargeting
- Landing Pages
- Lead Magnet Creation & Promotion
- Measurement and Reporting
- Webinar Launch & Promotion

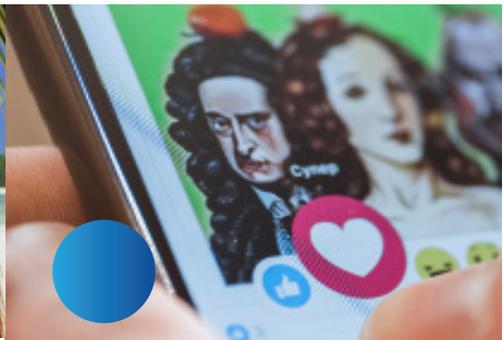


## WEBSITES

- Web Designing
- Site Audits
- Content Calendar
- E-Commerce
- Plugins & Automation
- Redesigns
- Content Updates
- Team Page Graphics
- 404 Pages
- Analytics

## SEO

- Backlinks & Redirects
- Directory Submissions
- Alt-Image Tags
- Meta Descriptions
- Google Analytics Reporting



## MORE MARKETING SERVICES

- Brand Guides
- Membership Marketing
- Competitor Analysis
- Adobe Suite
- Article Writing
- Branding
- Email Marketing
- Facebook Ad Management
- Graphic Design
- Google Ad Words (PPC)
- Google Display Ads
- Landing Pages
- Lead Generation
- Social Media Advertising
- Video Marketing
- Budget Reconciliation
- Business Plan Creation
- Business Process Improvement
- Business Systems Development
- Competitive Research
- Market Research
- Process Development
- Project Management
- Recruiting & Onboarding
- SOS Services - If you needed us yesterday!
- SWOT Analysis



## REAL ESTATE

- Schedule & Send EDMs to your network or database
- Create presentations such as powerpoint
- Graphic design work for your digital assets
- Research content ideas
- Write content such as blogs based on keyword research
- SEO to improve your website's search engine results
- Social posts, updates and schedules
- Track marketing campaigns so you get bang for your buck and don't waste money on tactics that aren't generating leads and revenue
- Managing your CRM and MLS including reports
- Scheduling your meetings
- Updating your listings
- Managing your CRM and MLS (Multiple Listing Service) including reports
- Organising paperwork
- Create SOPs (Standard operating procedures) which remain your asset
- Schedule inspections & repairs
- Create content for your newsletter
- After a deal is closed, schedule check-ins or follow-ups with clients or ask for referrals
- Bank reconciliations
- Credit control
- GST & FBT
- Monthly reporting
- Budgets and forecasts

**“My goal is no longer to get more done, but rather to have less to do.”**

*Francine Jay, author*

I hope this list has got you excited about scaling your business with our virtual assistant services.

Start your free one month trial today or book a no obligation chat with Damien so you can tell him what you need done. Either way, there's zero risk and so much to gain.

**[BOOK YOUR APPOINTMENT HERE](#)**