

100 THINGS A VA CAN DO FOR YOU



RESEARCH AND DEVELOPMENT

- 1 Article or book research
- 2 Tracking down experts or other sources to interview for stories
- 3 Researching images for articles or books
- 4 Acting as a first reader on articles or other manuscripts
- 5 Chase business opportunities and ideas
- 6 Keep up with Industry trends
- 7 Research for the best product in the market for your business may it be CRM, Computer, Tools, etc.
- 8 Idea creation for your blog or newsletter topics
- 9 Research for contractors or vendors for your business
- 10 Research for networks and events that you can connect.
- 11 Findings facts that concerns your industry.
- 12 Interface testing like checking issues in websites, software, or tools.
- 13 Interface design works for VA with eye for designs.
- 14 Finding what works for certain projects like tools, strategies, software, etc.
- 15 Avoiding what doesn't work is simply having your VA check the causes of mistakes and failures.
- 16 Discover new opportunities for business growth
- 17 Research tools for automation and management of business activities
- 18 Research data necessary for decision making





ADMINISTRATIVE

- 19 Create or edit presentations
- 20 Organise and prepare files for tax
- 21 Pay bills as they come due
- 22 Review and validate bills for legitimacy
- 23 Plan and organise events for you
- 24 Screen candidates for hire
- 25 Teach something new that you possibly have not known or heard like using Vine, Instagram marketing, etc
- 26 Network administration for your Information Technology system
- 27 Motivation for doing the tasks that seems overwhelming
- 28 Provide project support for your clients
- 29 Update your company Procedure and Training Manuals
- 30 Update records
- 31 Fix formatting issues in presentations and documents



FILING/ACCOUNTING

- 32 Scanning and delivering signed contracts and agreements
- 33 Organising files
- 34 Bookkeeping
- 35 Cost Management by managing the budget and provide audit services.
- 36 Streamline your electronic filing system
- 37 Input data on financial statements



MANAGE TASKS

- 38 Organise tasks for you
- 39 Prioritising and categorising messages on your inbox
- 40 Send important reminders
- 41 Scheduling appointments on your calendar
- 42 Setting up phone interviews
- 43 Make travel arrangements
- 44 Update calendar by setting up or removing appointments



DATA ENTRY

- 45 Add and update contacts
- 46 Data entry on websites, spreadsheets, presentations, etc
- 47 Build list of customers, prospects, suppliers, business associates, etc
- 48 Validate automated data like news feeds.



COMMUNICATIONS

- 49 Email response for questions or updates that need immediate response
- 50 Sort emails that require your personal response and those that need to go to tasks
- 51 Sort voicemail to those that need immediate response and those that need reminders
- 52 Update email contacts



PERSONAL

- 53 Shop online for your needs.
- 54 Attend webinars or networking events on your behalf
- 55 Send messages to important clients and vendors



MARKETING

- 56 Update websites like portfolio, contact info, content, etc.
- 57 Manage social media accounts
- 58 Post articles to blogs
- 59 Add important widgets and sidebars on your WP site
- 60 Minor Website design and add anchor texts
- 61 Cohosting or running Twitter chats, webinars, teleconferences and other live events
- 62 Review and recommend websites for SEO
- 63 Backlink building
- 64 Web design
- 65 Graphic design
- 66 Manage your site's comments or forums to avoid spam
- 67 Snail mail marketing materials
- 68 Distribute marketing materials on emails, social networks, etc
- 69 Generate leads by searching contacts
- 70 Create templates for marketing materials
- 71 Telemarketing





Sales

- 72 Call prospects
- 73 Keep track of customer's feedback
- 74 Monitor prospects that have been called, followed up, and responded.
- 75 Prepare and send agreement form
- 76 Acts as sales support for client inquiries and followups
- 77 Deliver goods or services to buyer



CUSTOMER RELATIONS

- 78 Send out thank you cards to clients.
- 79 Prepare, collate and ship proposals and meeting materials
- 80 Send out requested information to customers
- 81 Handle client inquiries by phone or e-mail
- 82 Keeping touch with old customers to set appointment with your or send greetings
- 83 Screen your calls and filter out the people who want to set appointments with you



WRITING

- 84 Proofreading
- 85 Write articles/content
- 86 Write reviews for your business, for clients or for products
- 87 Write testimonials for clients
- 88 Rewrite articles or books





WRITING

- 89 Review articles by checking your notes, someone else's facts, or anything else the might be subject to mistakes, typos, or bias.
- 90 Write press release
- 91 Write email templates



PUBLISHING

- 92 Submit articles to social bookmarks and article directories
- 93 Publish a marketing newsletter
- 94 Check News digests and prepare a daily or weekly digest of the top news that matters to you.
- 95 Publish and promote your eBook
- 96 Promote your articles and press releases
- 97 Publish mockup sites and templates



TRANSCRIPTION

- 98 Transcribe audio/podcasts
- 99 Transcribe video presentations
- 100 Transcribe conversations or voicemails

