

Your Checklist 100 THINGS a VA can do for you

Struggling to work out what a virtual assistant could do for you?

This checklist has 100 tasks (and this is just the start) to help identify some of the things you may be doing in your business that you could start delegating today!

Simply print and tick off the ones that apply to you to start creating your list!

You are on your way to creating the space you need to grow your business and give you the freedom you crave!



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



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Business Growth Going Virtual

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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

