

A top-down view of a desk with a laptop, a cup of coffee, a pen, and glasses. The text is overlaid in a bold, yellow, sans-serif font.

**101 TASKS
YOU CAN
OUTSOURCE
TO A
VIRTUAL
ASSISTANT**

101 Tasks you can outsource to a VA

The list is literally endless, but just in case you're wondering what kind of tasks you can outsource to a Virtual Assistant I've listed the top 101 things you can get help with so you've got less on your plate leaving you stress free and able to concentrate on the things that really matter!!

BUT remember if you don't see the things you need help with below it doesn't mean we don't do it so if in doubt just shout!

Email Correspondence & General Admin Management

- Send Invoicing
- Provide customer support via email
- Bookkeeping
- Design and issue of client contracts
- Proof Reading
- Organise inbox daily, allocating prioritises as required

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- Maintaining inbox at zero
- Set up and manage auto responses
- Provide holiday cover
- Manage contact list
- Minute taking
- Dictation
- Create daily to do lists
- Data entry
- Project Management and training tasks
- Background checks, research on prospective clients
- Research
- Document drafting
- Orders of office supplies
- Organise staff travel

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Scheduling & Diary Management

- Schedule clients, set up and manage calendar (including cancellations)
- Follow up with clients
- Schedule calls or online meetings
- Keep you up to date with any changes on an hourly/daily basis as required
- Trello Management (or similar using other programmes)
- Conference call arrangement

Social Media Management

- Sales funnel creation
- Answer enquiries on business social media pages
- Write and schedule posts for social media
- Lead Generation
- Launch Facebook ads
- Import email lists into Facebook to create customer audiences

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- Review Facebook/Instagram/Twitter/Youtube/LinkedIn/Pinterest/TikTok pages
- Manage Podcast and video edits
- Interact with followers
- Content creation
- Ad test
- Post daily Instagram pics
- Manage DM's
- Schedule tweets
- Download leads and upload to CRM
- CRM creation and management
- TikTok Management
- Create and interpret your twitter insights
- Monthly Analytic reports
- Create and manage LinkedIn profile and page
- Interact with followers

And the list goes on...

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Website Management

- Website Design & Creation
- Search Engine optimisation
- Copywriting
- Re Purposing Articles
- Domain Search
- Manage, update and personalise website
- Website optimisation
- Upload blogs
- Examine and fix broken links
- Create Forms for your websites
- Create landing pages
- Payment Integration
- Responding to website enquiries via contact forms
- Migration to/from another domain
- Overall site analysis
- SEO Management including updating

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key words to optimise your ability to be found by clients searching for your services

Creating weekly Google Analytic reports

Document Creation & Control

- Creating and/or proof-reading
- Slide decks
- Creation of PowerPoint
- Presentations
- Creating PDF's, workbooks & Transcripts
- Document template creation
- Certification design and production
- Transcripts
- Minute taking
- Write newsletters or general correspondence
- Graphic Creation (Canva etc)
- Video editing
- Spreadsheet & Access DB creation
- PDF Creation/Editing

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Lifestyle/Domestic Management

- Personal Errands
- Diary Management
- Pet Services
- Relocation Services
- Utility management
- RSVP's
- Appointment scheduling - Dentist, Doctor, Hair etc.
- MOTs and insurance renewal
- Researching and booking holidays
- PT booking
- Personal Finance handling (Discretion is our utmost responsibility)
- Social engagements including restaurant/theatre/event reservations

The list here is literally endless! If it's not above I guarantee we do it!

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Event Planning

- Book special weekends or getaways.
- Corporate Dinners/Events
- Birthday parties
- Weddings
- Anniversaries
- Engagements
- Baby Showers

Client Gift Sourcing

- Research gifts
- Arrange Wrapping of gifts
- Scheduling delivery of gifts
- Sending Thank you cards for gifts received
- Order flowers
- Reminder setting so you never
- forget that important date again

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