



Tasks To Delegate To A VA

There are many tasks that you don't need to handle yourself. Give yourself more time for the priority ones you do need to focus on. Virtual Assistants have different levels of expertise. You can have one that focuses primarily on Web Design/Marketing/Developing, Video/Audio editing, or that does the general tasks similar to those listed below. It's up to your needs to determine what VA is perfect for you.

Here's a quick 20 tasks to help give you some delegation inspiration.

1. Email Management (replies and follow ups)
2. Creating Autoresponders
3. Scheduling Appointments
4. Calendar Management/Reminders
5. Social Media Posting/Scheduling
6. Social Media Engagement
7. Managing/Updating Social Media Accounts
8. Website/Social Media Analytics
9. Document/Spreadsheet Creation
10. Phone Calls/Receptionist Duties
11. Publishing/Proofreading Blog Posts
12. Research
13. Purchases
14. Transcription
15. Data Entry
16. Hotel/Flight Bookings
17. Event Planning Assistance
18. Graphic Creation
19. File Management
20. Bookkeeping

So how many of these made you get all big eyed realizing you could no longer touch them?! Hahaha!

Want more ideas on how to get the most from your VA? Let's chat. You can reach me at ariesassistantservices@gmail.com or call 727.364.4343.