



50 Tasks a Virtual Assistant Should Be Doing for You

Administration

- Coordinate Meeting Times
- Book Travel
- Outline/Prep Proposals
- Proofread Proposals
- Submit Proposals
- Transcribe Meetings and Audio Notes
- Perform Market Research
- Edit/Format Spreadsheets
- Enter Business Cards into CRM System
- Enter New Client Information into Accounting System
- Transcribe Meeting Minutes
- Research Topics for a Presentation
- Presentation Outline
- Outline/Prep Keynote/Powerpoint Presentation
- Find Images for Keynote/Powerpoint Presentation
- File Old Emails in Inbox
- Flag Important Emails
- Add Actionable Emails to To Do List
- Respond to Emails
- Set Up Personal Appointments
- Add Events and Meetings to Calendar

Email Campaigns

- Manage Email List Subscribers
- Create Autoresponders
- Track and Report Email Campaign Stats

Social Media

- Post daily on Facebook, Twitter, Google+, LinkedIn
- Pin Relevant Images on Pinterest
- Follow Relevant People/Companies on Twitter, Facebook, Pinterest, Google+
- Engage with Your Social Media Audience
- Participate in Twitter Parties
- Track and Report Social Media Stats

Blog Management

- Proofread/Edit Blog Posts
- Format/Publish Blog Posts
- Find Images for Blog Posts
- Research Topics for Blog Posts
- Respond to Comments Received on your Blog
- Comment on Related Blogs
- Research Blogs for Guest Blog Campaign
- Research Topics for Guest Blog Campaign

- Format/Package Guest Blogs
- Find Contributors for Blog
- Schedule Blogs Posts in Editorial Calendar

Event Planning

- Secure Venues, Food, Speakers, Sponsors, Logistics for live Events
- Secure Sponsors, Bloggers, Prizes for Online Events
- Coordinate Marketing for Live and Online Events
- Create Reports After Online Event to Show Stats

Marketing

- Research New Prospects in Target Market
- Enter New Prospects & Company Information into CRM
- Research Potential Speaking Engagements
- Submit Proposals for Speaking Engagements
- Negotiate Payment for Speaking Engagements

BONUS

Formula: How Much Is Your Time Worth?

Yearly Profit/2,000 (average # working hours in a year) = Worth per hour

Example: \$100,000 / 2,000 = \$50/hour

How Much Time & Money Will You Save?

Task	Time Savings	Cost Savings (based on example above)
Calendar Management	2 hours per week	\$100/wk; \$5,200/year
Data Entry	1.5 hours per week	\$75/wk; \$3,900/year
Email Management	5 hours per week	\$250/wk; \$13,000/year
Social Media	3 hours per week	\$150/wk; \$7,800/year
Blog Posts	4 hours per week	\$200/wk; \$10,400/year
Customer Support	2.5 hours per week	\$275/wk; \$14,300 /year
Email Campaign Management	1.5 hours per week	\$75/wk; \$3,900/year
Monitoring Blog Spammers	1 hour per week	\$50/wk; \$2,600/year
Guest Post Campaign	20 hours per week	\$1,000/wk; \$52,000/year
Meeting Scheduling	2 hours per week	\$100/wk; 5,200/year
Email Filing	0.5 hours per week	\$25/wk; \$1,300/year
Proofreading	1.5 hours per week	\$75/wk; \$3,900