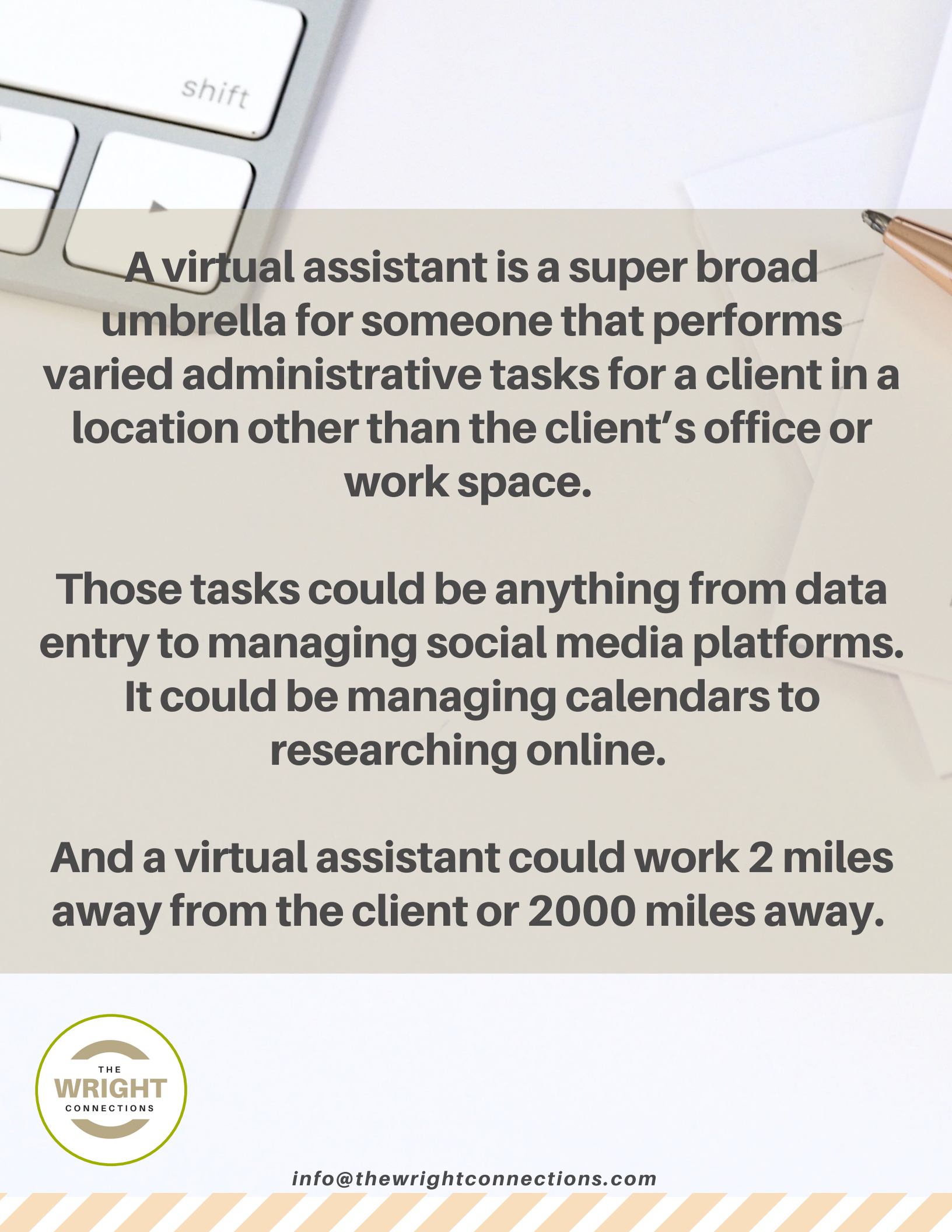




TASKS THAT YOU CAN PERFORM AS A VIRTUAL ASSISTANT



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A virtual assistant is a super broad umbrella for someone that performs varied administrative tasks for a client in a location other than the client's office or work space.

Those tasks could be anything from data entry to managing social media platforms. It could be managing calendars to researching online.

And a virtual assistant could work 2 miles away from the client or 2000 miles away.



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Not sure what you can do as a virtual assistant? Are you thinking about the tasks that you are good at doing but not sure if it's enough?

Already a VA but you are looking for more services to add to your services menu?

Take a look at the following tasks and see which ones that you could do.



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VIRTUAL ASSISTANT SERVICES

Administrative tasks can be the backbone of any virtual assistance business. Many companies need the basics and you can handle those with ease.

Administrative Tasks

1. *Appointment Setting -- Confirmations, Calls/Emails*
2. *Basic Bookkeeping*
3. *Calendar Management*
4. *Content Creation - Brochures, Newsletters*
5. *Creating / Managing Spreadsheets or PowerPoint Presentations*
6. *Data Entry Projects*
7. *Document Creation*
8. *Dropbox or Google Drive Organization*
9. *EBook Layout / Formatting*
10. *Email Inbox Management*
11. *Forms Creation*
12. *Internet Research*
13. *Invoicing*
14. *Meeting Minute Preparation*
15. *Online Research*
16. *PDF Conversion, Merging or Splitting*
17. *Reference Reviews*
18. *Running Errands*
19. *Transcription - Audio or Video*
20. *Travel Research, Booking & Itineraries*

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VIRTUAL ASSISTANT SERVICES

*Content, content, content. Everyone needs articles, blog posts and great content.
But not everyone has time to create. That's where you come in!*

Content Creation & Management

1. *Article Writing*
2. *Blog Post Creation*
3. *Copywriting*
4. *Directory Submission*
5. *Guest / Ghost Blogging*
6. *Image Creation for Articles, Blogs and/or Social Media*
7. *Newsletter Content Creation*
8. *Press Release Writing*
9. *Proofreading / Editing*
10. *SEO Writing*



VIRTUAL ASSISTANT SERVICES

Customer Service can make or break a company. Keeping customers happy is very important and companies will spend big dollars to make that happen.

Customer Experience

1. *Business Branding Assistance*
2. *Checking & Responding To Emails*
3. *Creating & Analyzing Client Surveys*
4. *Creating & Updating Company SOPs (Standard Operating Procedure)*
5. *Customer Engagement (returning calls, emails, etc.)*
6. *Email Reminders*
7. *Following Up With Clients (birthday cards, thank you & other reminder emails)*
8. *Live Customer Chat*
9. *Managing CRM (Customer Relationship Management) Systems*
10. *Reaching Out To Leads Or Potential Clients*
11. *Responding To Positive Or Negative Reviews*
12. *Setting Up Autoresponders (mailchimp, etc)*
13. *Troubleshooting Client Accounts*
14. *Working With Suppliers & Vendors*



VIRTUAL ASSISTANT SERVICES

Social Media is big in the VA services world. Many businesses are looking for people to handle their social media. They are willing to pay top dollar and offer many hours of work.

Social Media Management

- 1. Blog Management - Publishing Management, Comment Moderation, Adding Images*
- 2. Blog Post Creation & Content Calendar Management*
- 3. Creating & Managing YouTube Accounts*
- 4. Creating & Moderating Facebook Pages and Groups*
- 5. Creating Instagram, Pinterest and/or Twitter Accounts*
- 6. Creating Pinable Images on Pinterest*
- 7. Managing & Increasing Social Media Following*
- 8. Managing & Tracking Social Media Mentions*
- 9. Posting & Scheduling Social Media Posts*
- 10. Scheduling & Tracking Pinterest Pins*
- 11. Social Media Graphic Design*
- 12. Social Media Planning & Scheduling*
- 13. Uploading YouTube Videos & Moderating Video Comments*



**Think about the things that you like to do and the tasks that you are good at (yes, those are two different things).
Once you decide, jump into it.**

Often we get stuck on the planning and never get to the execution. Don't let that happen to you. Start finding clients right away.



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