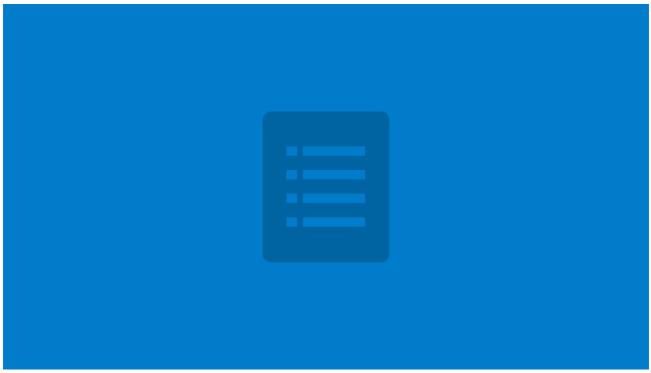
## 25 Tasks Examples A Virtual Assistant Can Do For You

Small business owners can use help, but they sometimes don't know what a virtual assistant can help with. Here are 25 tasks a virtual assistant can do for your small business.



Research industry social media post options		
Compile and clean up contact lists		
Set up layout of Newsletter		
Create, Edit, and Publish Newsletter		
Maintain the backend of the website		
Publish and edit posts for the website		
Create logo images		
Create images for website posts		
Create images for publications		
Create information packets		
Set up content for an e-book		
Proofread / edit other material		
Design forms for clients and employees		
Create checklists for employee use		
Write up policy information for employees		
Help with online webinars		

Transcribe notes from recording or dictation	
Manage incoming general emails	
Write or edit promotional copies for printing or the web	
Add SEO optimization to existing blog posts	
Add SEO optimization to existing blog posts	
Reconcile bank accounts	
Go through A/R receipts	
Invoice clients and schedule bills for company	
Help manage a calendar or appointment	Make and Share Free Checklists checkli.com