

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
- Updated and review banking transactions
- Reconcile bank accounts
- Go through A/R receipts
- Invoice clients and schedule bills for company
- Help manage a calendar or appointment

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