

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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