

23 Ways a Virtual Assistant Can Earn More Money in Freelancing

Which tasks are you currently doing as a virtual assistant? Do you wish that you could do more? We have highlighted here some of the many tasks that you can do and earn money.



- ☐ Email Management/Filtering
- ☐ Setting up Autoresponders
- ☐ Booking appointments with clients
- ☐ Following up with clients/customers
- ☐ Calendar Management
- ☐ Receptionist Duties
- ☐ File Management
- ☐ Database Building
- ☐ Research
- ☐ Personal Errands
- ☐ Hotel and Flight Booking
- ☐ Transcription
- ☐ Taking Down Minutes in Meetings
- ☐ Creating Basic Reports
- ☐ Preparing Slideshows
- ☐ Liaison VA

- ☐ Recruitment
- ☐ Set-up Social Media Accounts
- ☐ Manage blog
- ☐ Answering support tickets
- ☐ Blog Commenting
- ☐ Participating in Discussion Forums or Message Boards

Make and Share Free Checklists
checkli.com