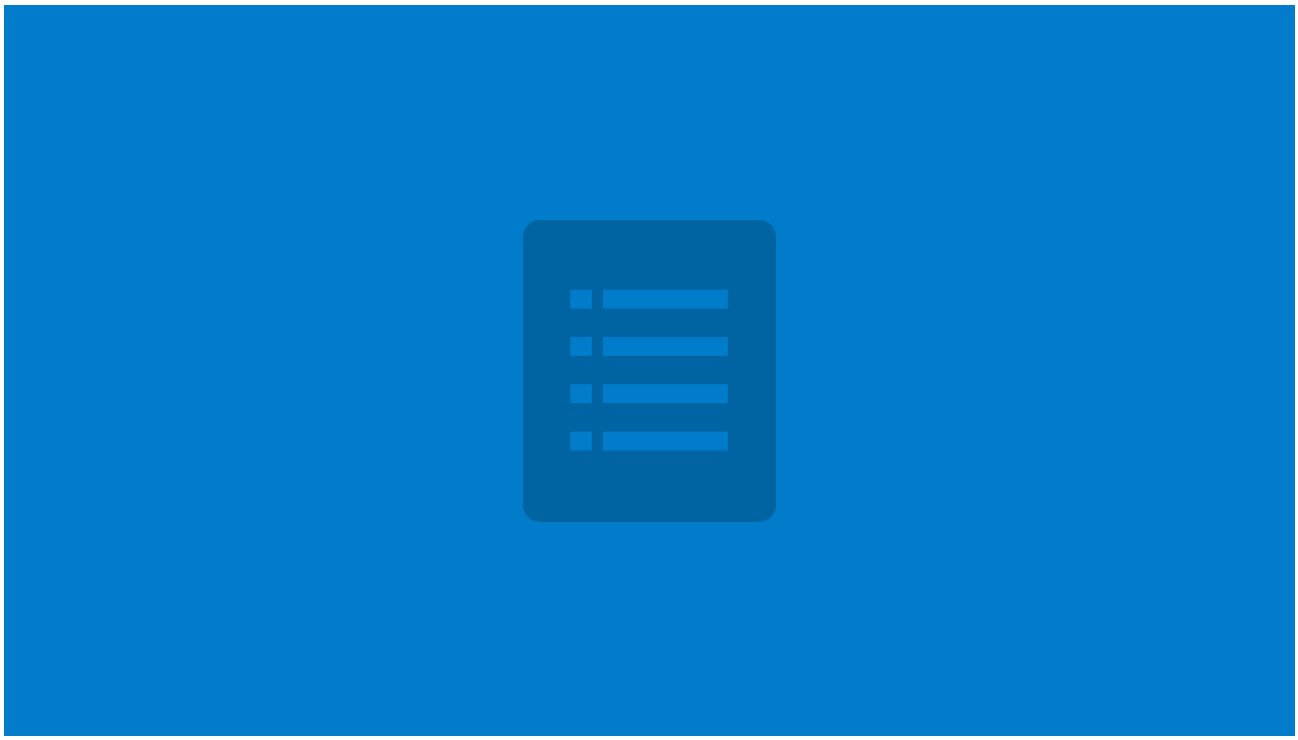
23 Ways a Virtual Assistant Can Earn More Money in Freelancing

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

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