



100 TASKS

TO OUTSOURCE TO A VIRTUAL ASSISTANT



Your Goal

Choose at least 10 services to outsource to a virtual assistant in the next two weeks

ADMIN & INBOX

- 1. Inbox cleanup and folder organization
- 2. Daily inbox triage (respond, flag, archive)
- 3. Drafting and sending routine email replies
- 4. Calendar cleanup and organization
- 5. Scheduling meetings and calls
- 6. Rescheduling or canceling appointments
- 7. Creating canned email responses
- 8. Updating contact lists
- 9. Managing CRM contacts
- 10. Following up on unanswered emails



Calendar & Scheduling

- 11. Booking discovery calls
- 12. Sending calendar invites
- 13. Adding Zoom links to events
- 14. Blocking focus time on calendar
- 15. Coordinating schedules with clients
- 16. Sending appointment reminders
- 17. Managing availability settings
- 18. Creating recurring meetings
- 19. Time zone coordination
- 20. Post-call follow-up emails

Client Support & Experience

- 21. Responding to customer service emails
- 22. Managing help desk tickets
- 23. Onboarding new clients
- 24. Sending welcome emails
- 25. Creating and sending offboarding emails
- 26. Collecting client intake forms
- 27. Updating client records
- 28. Checking in with clients regularly
- 29. Sending renewal reminders
- 30. Handling basic refund or billing questions

Social Media

- 31. Scheduling social media posts
- 32. Uploading Reels or videos
- 33. Writing captions from provided prompts
- 34. Repurposing content across platforms
- 35. Responding to comments
- 36. Responding to DMs
- 37. Flagging important messages
- 38. Engaging with followers
- 39. Updating bio links
- 40. Tracking post performance

Content & Marketing Support

- 41. Formatting blog posts
- 42. Uploading blog posts to WordPress
- 43. Adding images and links to blog posts
- 44. Proofreading content
- 45. Creating Pinterest pins
- 46. Scheduling email newsletters
- 47. Formatting email templates
- 48. Uploading lead magnets
- 49. Updating opt-in forms
- 50. Tagging email subscribers

Operations & Systems

- 51. Creating SOPs from Loom videos
- 52. Updating SOPs
- 53. Organizing Google Drive
- 54. Naming and filing documents
- 55. Creating checklists
- 56. Managing project boards (Asana, ClickUp, Trello)
- 57. Assigning tasks to team members
- 58. Following up on overdue tasks
- 59. Cleaning up project boards
- 60. Maintaining workflows

Sales & Follow-up

- 61. Sending proposal follow-ups
- 62. Sending invoices
- 63. Tracking payments
- 64. Updating sales pipelines
- 65. Scheduling sales calls
- 66. Sending contract links
- 67. Organizing signed contracts
- 68. Updating client status after purchase
- 69. Sending thank-you emails after sales
- 70. Managing waitlists

Bookkeeping & Finances

- 71. Categorizing expenses
- 72. Uploading receipts
- 73. Reconciling transactions
- 74. Preparing reports for accountant
- 75. Tracking subscriptions
- 76. Canceling unused subscriptions
- 77. Monitoring overdue invoices
- 78. Updating financial dashboards
- 79. Creating simple monthly summaries
- 80. Tracking profit by client or project

Personal Assistant Tasks

- 81. Travel booking and itineraries
- 82. Managing personal calendar
- 83. Gift ordering and reminders
- 84. Online research
- 85. Booking appointments
- 86. Managing passwords securely
- 87. Ordering supplies
- 88. Managing memberships or renewals
- 89. Creating to-do lists
- 90. Reminder management

Tech & Miscellaneous Support

- 91. Setting up tools and software
- 92. Managing Zoom settings
- 93. Uploading videos to platforms
- 94. Basic website updates
- 95. Updating plugins or tools
- 96. Testing links and forms
- 97. Setting up automations
- 98. Managing access permissions
- 99. Creating simple reports
- 100. Documenting processes



Choose Your Ten

Which 10 services could you outsource to a VA in the next 30 days?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____