

125 Services That Could Come Off Your ToDo List with a VA

Administrative Support

Administrative support is a key Virtual Assistant (VA) role. It makes your life easier and frees you up to do other things that only you can do. These are some administrative support tasks that a VA (Virtual Assistant) could do for you.

1. Managing your calendar/schedule
2. Building or managing databases (such as your business contacts, for example)
3. Booking appointments and calls
4. Making travel arrangements
5. Monitoring voicemail
6. File management (in Google Drive, Dropbox, etc.)
7. Data entry
8. Creating reports
9. Generating forms
10. Preparing slide shows
11. PDF conversions
12. PDF merging or splitting documents
13. Drafting letters, emails, etc. for your approval or use
14. Preparing agendas
15. Sending cards/gifts (for holidays, thank you's, milestone events, etc.)
16. Setting up spreadsheets
17. Writing speeches
18. Drafting presentation slides

Customer Service

Customers take up a lot of time and attention. They are the life blood of your business and deserve attention. A VA can work on your behalf to do things related to customer service.

19. Processing orders
20. Processing refunds
21. Handling customer inquiries
22. Operating live chat
23. Following up on orders, inquiries, etc.
24. Updating member or customer records
25. Inviting/approving requests to join a membership community

Content Production

Content production, especially for bloggers, is a huge task. Hiring a VA can reduce the time involved in producing content.

26. Sourcing photos
27. Editing photos (including adding text)
28. Formatting posts to be published
29. Augmenting posts with social share options (such as Click-to-Tweet)
30. Adding internal links to posts
31. Adding affiliate links to posts
32. Editing posts
33. Scheduling posts
34. Coordinating with contributors
35. Managing an editorial calendar
36. Topic idea generation
37. Drafting content
38. Topic research
39. Compiling, formatting, and/or uploading eBooks
40. Keyword research

Social Media

Social media can consume a great deal of time. Let a VA handle it for you.

41. Promoting new posts across social media
42. Promoting old posts across social media
43. Promoting posts of others' across social media
44. Creating unique updates
45. Sharing images/graphics/videos
46. Replying to mentions/messages/comments on social media
47. Designing banners, headers and backgrounds
48. Setting up new pages, accounts, groups, etc.
49. Growing social media followings
50. Uploading Slideshare presentations

Blog/Website Management

VA's can handle blog management services, taking care of everything from comments to broken links.

51. Moderating blog comments
52. Updating plug-ins
53. Repairing/updating broken links
54. Answering comments
55. Making SEO improvements (headlines, page titles, content, images, etc.)
56. Setting up 301 redirects
57. Tracking 404 errors (via a plug-in)
58. Reporting trends in blog activity, such as hot topics or comment activity
59. Removing unwanted pages and posts
60. Keeping your site in compliance with posting details

Email (Inbox) Management

Most of us are overwhelmed by our inboxes. Save yourself hours upon hours every week by letting a VA take care of the inbox and leave behind only the things you actually need to see.

61. Replying to common questions
62. Flagging important messages needing a reply
63. Following up on outgoing emails
64. Deleting spam
65. Unsubscribing from unwanted promotional lists
66. Tagging and archiving emails
67. Forwarding messages and inquiries to other team members
68. Using email plug-in to optimize file organization
69. Drafting responses

Finance

A VA can work in the tool or application of your choice (like Quicken, QuickBooks, Excel Spreadsheets, Harvest or many others)

70. Creating invoice templates
71. Sending invoices
72. Processing payments
73. Managing affiliate payments
74. Updating a profit and loss statement
75. Bookkeeping

Email Marketing

Email marketing is another sector that requires a bit of specialized knowledge and takes time to produce all the steps.

- 76. Scheduling email campaigns
- 77. Designing email templates
- 78. Setting up auto responders
- 79. Managing the newsletter
- 80. Email list segmentation
- 81. Scrubbing email lists
- 82. Editing emails

Outreach

Building relationships is something that many entrepreneurs know they need to be doing, but it can easily become a slog. As an assistant, you can take on some of these tasks.

- 83. Leaving comments on other blogs
- 84. Contacting VIPs, potential partners and others on behalf of the client
- 85. Participating in relevant groups or forums
- 86. Reaching out to advertisers for ads or sponsored posts
- 87. Finding guest post opportunities
- 88. Lead generation
- 89. Setting up interviews

Marketing

- 90. Setting up webinars
- 91. Providing tech support during webinars
- 92. Overseeing sales funnels
- 93. Setting up/managing paid traffic ads
- 94. Creating newsletters and auto responder sequences

Audio/Video Production

If you're into videos or audio tracks (like podcasts), you're in a great position to hire help to supplement your audio/video skills or have it done for you.

95. Write scripts
96. Produce content (such as intro/ending or illustrations, etc.)
97. Scrub and edit content
98. Upload videos to hosting platform (such as YouTube or Wistia)
99. .SEO optimization
100. Image editing (basic) for each audio or video piece
101. Inserting audio or video files on blog or website
102. Sharing audio or video files across platforms
103. Audio or video transcription
104. Providing background on podcast guests

Website Maintenance

Site maintenance is a critical role, and it requires you to be up on the latest security procedures. It's hard to keep up with all the changes while you work on the parts of your business. Hire it done so you can focus on the stuff only you can do.

105. Managing backups
106. Setting up new sites
107. Adding new pages
108. Customizing themes
109. Installing plug-in
110. Setting up integration (with social media, mailing lists, etc.)
111. Setting up and integrating a shop page and/or payment gateway
112. Creating a custom favicon
113. Making and installing a custom 404 page

Miscellaneous

114. Virtual event support
115. Setting up integration
116. Creating landing pages, splash pages, opt-in forms, etc.
117. Keyword ranking reports
118. Analytics reports
119. Graphic design
120. Infographic design
121. Setting up affiliate programs
122. Monitoring online reviews

- 123. Monitoring industry news
- 124. Setting up a news feed
- 125. Custom tech request