

105 Tasks You Can Outsource To Virtual Assistants

#	GENERAL VA: Name of Task To Be Outsourced	Doing Now	Want To Do	N/A
Email & Schedule Management Tasks				
1	Filtering Email Inbox / Deleting Spam			
2	Importing Database / Updating Contacts or CRM			
3	Answering Customer Service Emails / Tickets / Chat Support			
4	Sending of Greeting eCards, Event Invitations, etc.			
5	Calendar Management			
6	Appointment Scheduling			
7	Travel Arrangements and Planning			
8	Reminder Services			
File Storage & Organization Tasks				
9	Dropbox / Google Drive Organization			
10	Data Entry in Word, or Google Docs			
11	Creating / Managing Spreadsheets			
12	Preparing Powerpoint / Keynote Presentations			
13	PDF Conversion, Splitting and Merging			
Administrative & Blogging Tasks				
14	Transcription of Audio and Video Files			
15	Simple eBook Layout / Formatting			
16	Preparing Online Meeting Minutes			
17	Report Creation			
18	Forms Creation			
19	Document Template Creation			
20	Online Research [Statistics, Content, Facts, Competition]			
21	Data Mining and Development / Lead Generation			
22	Blog Publishing Management			
23	Moderating Blog Comments [Approve / Disapprove / Replying]			
24	Adding Tags and Images to Blog Posts			

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25	Receptionist Duties			
26	Voicemail Checking			
27	Sending Client Invoices			
28	Basic Bookkeeping [MYOB, XERO & Quickbooks]			
29	Personal Errands [Purchasing Gifts Online, etc.]			
Project Management & Training Tasks				
30	Project Management Between You and Team Members			
31	Preparation of Training Content			
32	Induction and Training of New Virtual Staff			
33	Deadline / Deliverables Tracking			
Social Media Management Tasks				
34	Creating Facebook Fan Pages / Groups			
35	Posting and Scheduling Facebook Status Updates			
36	Facebook Page Promotion Strategies			
37	Collating and Interpreting Facebook Insights			
38	Creating a Company Twitter Account			
39	Managing and Increasing Your Twitter Following			
40	Schedule Tweets, Track Mentions and Hashtags			
41	Create and Manage LinkedIn Account / Profile			
42	Create Pinnable Images on Pinterest			
43	Scheduling and Tracking New Pins			
44	Create and Manage YouTube Account			
45	Upload Videos on YouTube & Publish			
46	Create and categorize YouTube playlists			
47	Moderating YouTube Comments			
48	Uploading Videos to other Video Sharing Sites / Social Media			
49	Answer inquiries and Messages on All Channels & Profiles			
50	Create SlideShare Presentations			
51	Identify online groups to share new content			

#	GENERAL VA: Name of Task To Be Outsourced	Doing Now	Want To Do	N/A
Email Marketing				
52	Creating a New List in Email Marketing Software			
53	Adding and Removing Subscribers from Lists			
54	Creating and Scheduling Broadcast Emails to Promote Content			
55	Editing Follow-Up Emails and Auto-Responders			
56	Creating Email Newsletters			
57	Editing / Proofreading Emails			
Other Desirable Skills [More Experienced VA's]				
58	Basic Editing of Audio Files			
59	Removing Background Noise from Audio and Video			
60	Adding Intro's and Outro's to Videos			
61	Basic Photoshop / Image Editing [Not Graphic Design]			
62	Powerpress [Podcasting WP Plugin] Installation			
63	Podcast Setup on iTunes Account			
64	Podcast Insertion on Blogpost			
65	Create and Monitor Facebook Ads Campaigns			
66	Create and Monitor Google Adwords Campaigns			
67	Recruit other virtual team members			

#	CONTENT WRITER VA: Name of Task To Be Outsourced	Doing Now	Want To Do	N/A
68	Content / Blog Post Creation			
69	Guest Blogging / Ghost Blogging			
70	SEO Content Writing			
71	Press Release Writing			
72	Newsletter Writing			
73	Copywriting [Don't Suggest Sales Copy]			
74	Online Article Directory Submission			
75	Online Article Spinning			
76	Article Marketing			
77	Contact experts mentioned in content so they can share links			

#	SEO VA: Name of Task To Be Outsourced	Doing Now	Want To Do	N/A
78	Overall Website SEO & Strategy Analysis			
79	Keyword Research for Blog Content (Market Samurai / Google Keyword Tool)			
80	Competitor Website Analysis			
81	Landing Page Set-up / Creation			
82	Web Master Submissions			
83	Website Sitemap Submissions			
84	On-page search engine optimization for a post / page			
85	Off-page search engine optimization for a post / page			
86	Social Bookmarking (Digg, StumbleUpon, Reddit, Digg, Delicious)			
87	Creating a Social Bookmarking Tracking Sheet			
88	Blog Commenting – Off Page Optimization			
89	Forum Participation / Moderation			
90	Creating Backlinks / Link Building			
91	Supply Weekly / Monthly Google Analytics & Traffic Reports			
92	Produce Monthly Keyword Ranking Reports			

#	GRAPHIC/WEB DESIGNER: Name of Task To Be Outsourced	Doing Now	Want To Do	N/A
93	Designing Logos, Banners, Icons, eBook Covers and Headers			
94	Designing Infographic Images (Content Provided)			
95	Designing Websites, Creating Mock-Ups			
96	Designing Landing / Sales / Opt-In Pages			
97	Basic Video Editing (Splicing Intros & Outro's with Raw Footage)			

#	WEB DEVELOPER TASKS: Name of Task To Be Outsourced	Doing Now	Want To Do	N/A
98	Support and Develop Wordpress (PHP) Websites			
99	Install Wordpress Plugins and Themes			
100	Wordpress Theme Customization			
101	Wordpress Functionality and Plugin Enhancement			
102	Site Maintenance / Security and Troubleshooting			
103	CRM Integration & Social Media Integration			
104	Payment Gateway Integration			
105	Install and Support an Email Ticketing System (eg. ZenDesk)			

