

20 tasks a VA can do in an hour



Transcribe a 30 minute audio file



Call 20 people (assuming uncomplicated calls)



Research travel, hotel & meeting facilities



Assist with managing online diary



Update & manage online calendar



Create an email campaign & load email addresses



Create an email signature; blog & social media images



Create posts & update content



Submit article & press releases; award entries



Create a unique presentation of your business



Handle website or membership enquiries



Update website content



Update & keep on top of CRM/database



Create forms or surveys for feedback



Complete research for a specific project



Set up, send out invites & load a presentation for a meeting



Produce invites, badges & co-ordinate handouts for an event



Create a good prospect list of 25-30 contacts



Basic bookkeeping, expenses & credit control



Edit & proofread a 5 page report

Get in touch...

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