56 Tasks a Virtual Assistant Can Do For You

**Calendar Management**
1. Coordinate and schedule calls and appointments
2. Confirm appointments
3. Provide reminders about calls and appointments
4. Reschedule calls and appointments
5. Provide notice of schedule changes to others
6. Protect time
7. Send and maintain a “pending list”
8. Inform significant others when you will be out of town
9. Screen emails and calls
10. Add people to contacts
11. Update people’s info to contacts
12. Add contacts to CRM

**Phone Tasks**
13. Perform light receptionist duties
14. Transcribe voicemails

**Travel**
15. Research flights
16. Research hotels
17. Book flights and hotels
18. Research transportation options
19. Book transportation
20. Arrange for events
21. Suspend newspaper or mail
22. Checks-in for flights

**Business Development**
23. Research leads on LinkedIn
24. Find email addresses
25. Design presentations
26. RSVPs to events
27. Organizes follow ups for networking contacts
28. Updates websites
29. Gathers testimonials

**Management**
30. Assemble reports
31. Help to recruit employees
32. Maintain the books
33. Create and send invoices
34. Chase down payments
35. Make personal restaurant reservations
36. Make purchases
37. Research and send gifts
38. Manage the logistics for your hobby
39. Track down problem orders
40. Manage the family calendar
41. Schedule medical appointments
42. Pay personal bills
43. Call stores to get information
44. Track birthdays and anniversaries
Operations

45. Fill out online forms
46. Take notes from webinars
47. Convert files
48. Conduct research
49. Set up projects in your project management system
50. Handle file management

51. Schedule social media
52. Proofread and edit letters, blogs and presentations
53. Maintain a virtual assistant manual
54. Customer Support
55. Coordinates with service providers
56. Track Media hits + metrics

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