

# 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
- Accounting
32. Maintain the books
  33. Create and send invoices
  34. Chase down payments
- Personal Errands
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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