

# 105 Tasks You Can Outsource To Virtual Assistants

#	General VA: Name of Task To Be Outsourced
<b>Email and Schedule Management Tasks</b>	
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
<b>File Storage &amp; Organization Tasks</b>	
9	Dropbox/Google Drive Organization
10	Data Entry in Word, or Google Docs
11	Creating/Managing Spreadsheets
12	Preparing Powerpoint/Keynote Presentation
13	PDF Conversion, Splitting and Merging
<b>Administrative &amp; Blogging Tasks</b>	
14	Transcription of Audio & 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
25	Receptionist Duties

26	Voicemail Checking
27	Sending Client Invoices
28	Basic Bookkeeping (MYOB, XERO & Quickbooks)
29	Personal Errands (Purchasing Gifts Online, etc.)
<b>Project Management &amp; Training Tasks</b>	
30	Project Management Between You & Team Members
31	Preparation of Training Content
32	Induction of Training of New Virtual Staff
33	Deadline/Deliverables Tracking
<b>Social Media Management Tasks</b>	
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 and Publish
46	Create & 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
<b>Email Marketing</b>	
52	Creating a New List in Email Marketing Software

53	Adding & Removing Subscribers from List
54	Creating & Scheduling Broadcast Emails to Promote Content
55	Editing Follow-Up Emails & Auto-Responders
56	Creating Email Newsletters
57	Editing/Proofreading Emails
<b>Other Desirable Skills (More Experienced VAs)</b>	
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 Blogspot
65	Create and Monitor Facebook Ads Campaigns
66	Create and Monitor Google Adwords Campaigns
67	Recruit Other Virtual Team Members
#	<b>Content Writer VA: Name of Tasks To Be Outsourced</b>
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
#	<b>SEO VA: Name of Task To Be Outsourced</b>
78	Overall Website SEO & Strategy Analysis
79	Keyword Research for Blog Content (Market Samurai/Google Keyword Tool)

80	Competitor Website Analysis
81	Landing Page Setup/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, 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
#	<b>GRAPHIC/WEB DESIGNER: Name of Task To Be Outsourced</b>
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 Intro's & Outro's with Raw Footage)
#	<b>WEB DEVELOPER TASKS: Name of Task To Be Outsourced</b>
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)