

25
Things you can
Outsource
NOW!



DRAGONFLY
VIRTUAL SERVICES
Focused On Adding Value To Your Day!



Welcome

Thank you for downloading this FREE 25 Things you can Outsource NOW guide.

If you're a busy entrepreneur or business owner dealing with all administrative and organisational tasks that is taking you away from your zone of genius, then this guide is for you.

Many business owners are well aware of the availability of outsourcing to Virtual Assistants (VA's), but are just unsure of what to outsource and how to get started.

As your Virtual Assistant, I can save you time and money by providing the services of a personal and executive assistant while you get back to doing what you love.

Now, I know what you are thinking....You know that you need help in your business and are ready to take that leap, but you aren't sure what to delegate. Am I right?

Well this guide is designed to make life easier for you by providing you with a sample list of tasks that you can (and should!) delegate to your Virtual Assistant (Like me!). This list is not comprehensive by any means but should give you some great ideas when planning tasks to delegate to your Virtual Assistant.

If you are interested in the opportunity of working together, I'd love to hear more about you and how I can free up your time and assist you in being more productive.

Katrina

What can a Virtual Assistant do?

A VA provides a multitude of online services to businesses and entrepreneurs from a remote location. This includes anything from scheduling appointments, administration, data entry and online marketing support.

Honestly, the possibilities are endless, but so the purpose of this guide here is a sample of 25 things you can outsource now!

Scheduling & Calendar Management

Share editing permission for your calendar with your VA and start CCing them on all necessary email communication.

- Filtering Emails / Assigning Labels
- Database Building / Updating Contacts or CRM
- Answering Email Inquiries
- Calendar Management and scheduling appointments
- Preparing Meeting Minutes

General Administrative Tasks

No matter what type of business you are in, a virtual assistant can take over on various administrative tasks that need to be done.

- Checking Voicemail and making follow-up calls
- Sending Client Invoices
- Contact Management
- Research
- Data Entry
- Coordinating Events
- Loading Expenses into account program
- Assistance with Recruitment

Social Media / Blogging

- Social Media Posting
- Researching content for posts
- Scheduling posts via Buffer, Hootsuite etc.
- Adding Tags & Images to Blog posts
- Setting up accounts

Email Marketing

- Updating subscriber lists
- Proofreading emails
- Scheduling email communications

Content Writing

- eBook Creation
- Blog Articles and Updates
- Newsletter Creation and Management
- Document Proofreading

Start to think of your VA as your "external brain". Whenever you have a question or a thought you'd like to look into but don't have the time, ask your VA to look into it.

Now that you're equipped with the most popular tasks you can outsource to a Virtual Assistant, you are just a few steps away from finding a reliable and long-term Virtual Assistant that works to your schedule, your priorities and your needs.

If you're ready to start outsourcing so you have more time to spend on growing your business, then I hope this guide has helped you to get started in identifying what you can outsource.

I'm here ready to help you when you're ready.

- Book free consultation call:
https://calendly.com/katrina_dragonflyvirtualseervices
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