

200 Ways to Clear Your Plate of Time Consuming Tasks

**Boost Your Productivity & Revenue
by Outsourcing to a Virtual Assistant**



By Leslie Keffler
Virtually Done
<http://virtually-done.com>

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Boost Your Productivity & Revenue by Outsourcing to a Virtual Assistant

Unless you have more time on your hands than you know what to do with, you could probably use some help in your business. Perhaps there are certain tasks you just hate to do or you don't have the necessary skills and technology to perform them yourself.

Better yet, you want someone to take care of the smaller jobs that are preventing you from handling the bigger projects – the things you are really passionate about and that will bring in the revenue you desire. That's where the virtual assistant services listed below will free up your time so you can really enjoy your work and your life.

Administrative

1. Document Creation/Formatting
2. Proofreading & Editing
3. PowerPoint Presentations
4. Spreadsheets
5. Convert files to PDF
6. Appointment Setting & Reminders
7. Set up Google calendar to post appointments/events
8. Block out unavailable times on calendar
9. Color code appointments/events on calendar
10. Contact Management
11. Answer/return phone calls
12. Answer email
13. Set up email filters/templates/signatures/forwards
14. Return customer service phone calls/email
15. Install support/help desk & manage
16. Survey customers (Survey Monkey)
17. Send customer thank you notes (Send Out Cards)
18. Electronic Fax Services
19. Desktop Publishing
20. Internet Research
21. Invoicing tasks
22. Handle Travel Arrangements

Social Media

23. Set up various social media accounts (Twitter, Facebook, LinkedIn)
24. Connect various accounts via HootSuite or TweetDeck
25. Create & Upload Twitter Background
26. Post promotional Twitter/Facebook/LinkedIn status updates
27. Follow new/relevant contacts
28. Respond to inquiries & messages

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29. Review mentions & respond appropriately
30. Research & join relevant groups
31. Set Up Facebook Events/Groups
32. Set up/manage Facebook Fan Page
33. Create & Upload YouTube Background
34. Customize YouTube Channel
35. Place videos on YouTube
36. Create/maintain Ning Website
37. Create/maintain Squidoo lens
38. Set up/manage online bookmarking (StumbleUpon, Digg)

Website/Blog Management

39. Domain Name Search
40. Domain Host Set Up
41. Install & Customize Blog Site
42. Add beneficial plug-ins/widgets
43. Add & link social media icons
44. Post content to blog
45. Find & use images with blog posts
46. Find content for blog/site (PLR, Ezine Articles)
47. Research/contact possible guest bloggers
48. Manage comments/trackbacks on blog
49. Research places to submit blog
50. Research other blogs to link to & make comments on
51. Research keywords & help manage search engine optimization
52. Build links to site/blog
53. Set up "tell a friend" account & implement on website
54. Create Opt-In/Squeeze Pages
55. Create Thank you & confirmation pages
56. Create Sales Pages
57. Ensure pages look good in all web browsers (IE, Firefox, Chrome)
58. Regularly review website to check for broken links & obsolete content
59. Implement Google Analytics to monitor website traffic & conversion

Free Report (Opt-In Giveaway)

60. Identify potential free report topics
61. Proofread/edit free report
62. Format free report
63. Set up delivery of free report
64. Create & add free report sign up form on website
65. Create free report thank you & confirmation pages
66. Connect with previous customers/clients to request testimonials

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Newsletter/Ezine

67. Create master schedule of newsletter delivery
68. Create professional template for newsletter
69. Find & add images that relate to newsletter content
70. Format newsletter in delivery program (MailChimp, Aweber)
71. Proofread/edit newsletter & ensure important information is included
72. Broadcast newsletter
73. Update social media platforms with info about newsletter
74. Archive newsletter on website
75. Re-use newsletter content (articles, blog posts)
76. List newsletter in directories

Articles

77. Provide suggestions on article topics
78. Research keywords to use in body of article
79. Proofread/edit articles
80. Create a good byline/resource box that includes call to action
81. Distribute articles online
82. Research additional places that may accept articles
83. Connect posted articles to social media platforms
84. Re-use article content (blog posts, newsletters)

Media/Press

85. Provide suggestions on press release topics
86. Research keywords to use in press release
87. Create content for press release
88. Proofread/edit press release
89. Submit press release online
90. Contact TV, radio, newspapers to submit press release/information of interest
91. Use Google Alert to monitor specific keywords/competitors

Shopping Carts

92. Set up & customize shopping cart system
93. Set up shipping & tax tables
94. Link merchant account to shopping cart
95. Add new products & link to website
96. Create categories to organize product types
97. Set up sales/promotions/coupon codes
98. Create top/bottom html for various product types
99. Ensure recurring orders are running as scheduled
100. Cancel/refund orders
101. Set up bundle orders for various promotions
102. Run regular sales reports

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Products

103. Create E-Book Cover/Product Graphics
104. Create product download & thank you page
105. Create autoresponder for each product
106. Proofread/edit digital products
107. Set appropriate price for product & create sales page
108. Create schedule of events leading up to product launch
109. Identify launch details (joint ventures, bonus items)
110. Connect with affiliates about upcoming launch
111. Set up broadcasts/autoresponders for product launch
112. Set up order fulfillment (Vervante, Disk.com)

Audios & Videos

113. Install podcasting plug-in to blog (Blubrry, PodPress)
114. Upload podcast to website
115. Submit podcasts to pod cast directories
116. Ensure iTunes has picked up newest podcast episode
117. Create Podcast Cover Image
118. Research/Select Appropriate Podsafe Music
119. Monitor podcast listener feedback
120. Edit Audio (Lengthen/Shorten, Remove Pauses & Unnecessary Noises)
121. Add Music/Sound Effects to Audio/Video
122. Audio & Video File Conversion
123. Video & Screencast Recording
124. Create simple video script
125. Optimize videos to drive traffic to website

Memberships

126. Connect site with membership software (WishList, DAP, Amember)
127. Connect membership software to shopping cart
128. Place content in membership area
129. Communicate with members
130. Provide customer support to members
131. Regularly post new content
132. Request testimonials from members
133. Promote membership & recruit new members

Virtual Events

134. Create master schedule of teleseminar details
135. Schedule/reserve teleseminar bridge line
136. Create & set up announcement/reminder/follow up emails
137. Post teleseminar details on social media platforms
138. Connect with joint venture partners to promote teleseminar
139. Provide summary prior to teleseminar with important details
140. Set up teleseminar recording (InstantTeleseminar, Audio Acrobat)
141. Post audio recordings to website
142. Provide registrants with audio recording information & other follow up details
143. Transcribe MP3 calls into PDF format

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144. Convert call into product or use pieces of content for articles/blog posts
145. Schedule Webinars (GoToWebinar)
146. Promote webinars & send registration info
147. Assist w/webinar recording
148. Edit/Produce Video Replay of webinar
149. Provide registrants with video replay information
150. Post video replay to website
151. Convert video replay into product
152. Set up, manage & promote Telesummit & Post Telesummit Activities
153. Add registrants to newsletter list

Live Events

154. Researching locations to hold live event
155. Organize travel, hotel, transportation arrangements
156. Venue arrangements (seating, audio/visual equipment)
157. Make copies of presentation materials
158. Market event (broadcasts, postcards, teleclasses, phone calls)
159. Provide location directions to registrants
160. Research local media outlets in event location (radio, TV, newspaper)
161. Submit press release to local media outlets
162. Connect with joint venture partners to assist in promotion of event
163. Connect with affiliate partners to assist in promotion of event
164. Secure Meeting Space
165. Invitation/RSVP Management
166. Enlist Guest Speakers
167. Research & Manage Vendors
168. Registration & Payment Processing
169. Provide Name Tags
170. Refreshment/Menu Planning
171. Post Event Analysis

Speaking

172. Research organizations within niche market where you would like to speak
173. Submit speaker proposal online where applicable
174. Create master list of speaking places & how to submit speaker package
175. Create speaker package (bio, picture, topics)
176. Submit speaker package to organizations & follow up with appropriate people
177. Assist with creating presentation materials/handouts
178. Assist with live presentation recording details (videographer)
179. Create feedback form to use at presentation
180. Enter new leads into main database
181. Follow up with attendees to discuss products/services they're interest in
182. Post upcoming speaking events on website & social media platforms
183. Work with videographer after event to get video clips
184. Research online groups for target market

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Joint Ventures

185. Research/contact potential joint venture partners
186. Follow up with joint venture opportunities
187. Research where niche market "hangs out" on the internet
188. Assist in tracking joint venture activity
189. Contact joint venture partners for newsletter content
190. Communicate with joint venture partners regularly

Affiliate Program

191. Set up & manage affiliate program
192. Research appropriate commission rates
193. Create banners for affiliates
194. Create promotional email content for affiliates
195. Create social media updates for affiliates
196. Create blog posts/articles for affiliates
197. Keep in touch with affiliates via email
198. Run regular reports on affiliate sales
199. Pay affiliate commissions (PayPal)
200. Recruit affiliates



Please don't hesitate to **contact me** to discuss your business and the benefits you will receive from hiring a virtual assistant. It will be a step in the right direction and one of the best decisions you can make for your business!

Leslie

Email: leslie@virtually-done.com