

EMAIL & COMMUNICATION

1. Manage inbox and filter spam
2. Prioritize important messages
3. Draft and send replies
4. Proofread outgoing emails
5. Create standard response templates
6. Manage multiple inboxes (work, personal, public)
7. Handle calls and voicemail
8. Return missed calls
9. Manage text/SMS messages
10. Respond to social media messages
11. Send thank-you notes and greetings
12. Follow up on pending responses

CALENDAR & SCHEDULING

1. Manage calendar and appointments
2. Book meetings and calls
3. Reschedule and cancel appointments
4. Confirm meeting details with attendees
5. Send reminders for deadlines and events
6. Block focus time on your calendar
7. Coordinate across personal and work calendars
8. Organize recurring meetings
9. Prevent double bookings
10. Prepare weekly/monthly calendar overviews

MEETINGS & EVENTS

1. Prepare meeting agendas
2. Book meeting rooms or Zoom links
3. Send invitations and manage RSVPs
4. Take meeting notes
5. Track and assign action items
6. Follow up on tasks after meetings
7. Coordinate event vendors and logistics
8. Order catering or supplies
9. Create event materials and slides
10. Manage event budgets
11. Schedule and manage webinars
12. Provide technical support during events

TRAVEL & LOGISTICS

1. Research flights
2. Book hotels
3. Reserve car rentals
4. Arrange airport transfers
5. Prepare travel itineraries
6. Organize travel documents (visa, passport, insurance)
7. Track loyalty rewards and points
8. Handle last-minute changes
9. Destination restaurants and activities
10. Prepare packing checklists
11. Track travel expenses

FINANCE & BOOKKEEPING

1. Send invoices
2. Follow up on payments
3. Process payments
4. Track expenses
5. Manage reimbursements
6. Reconcile bank accounts
7. Organize receipts
8. Prepare monthly financial reports
9. Manage budgets
10. Process payroll
11. Pay vendors and suppliers
12. Prepare tax documents
13. Monitor cash flow
14. Create financial forecasts
15. Track reimbursements
16. Research tax deadlines

SALES SUPPORT

1. Manage CRM data
2. Add new leads into CRM
3. Research prospects
4. Build prospect lists
5. Schedule sales calls
6. Send follow-up emails
7. Create sales reports
8. Prepare proposals and quotes
9. Build sales presentations
10. Track sales targets
11. Update sales collateral
12. Research new markets
13. Send thank-you notes to prospects
14. Track competitor pricing

MARKETING

1. Manage social media accounts
2. Schedule social media posts
3. Respond to followers
4. Research hashtags and trends
5. Create simple graphics (Canva)
6. Edit short videos
7. Write blog drafts
8. Publish blog posts
9. Moderate blog comments
10. Write newsletters
11. Create and manage email marketing campaigns
12. Proofread marketing content
13. Research competitor campaigns
14. Build landing pages
15. Update website content
16. Conduct keyword research
17. Track SEO rankings
18. Run paid ad campaigns
19. Track campaign performance
20. Manage influencer outreach
21. Create surveys or polls

CUSTOMER SERVICE

1. Respond to customer inquiries
2. Manage live chat support
3. Onboard new clients
4. Update FAQ pages
5. Handle support tickets
6. Manage customer feedback surveys
7. Create loyalty programs
8. Maintain client database
9. Troubleshoot basic issues
10. Follow up with customers after service

PROJECT & TASK MANAGEMENT

1. Track project deadlines
2. Update task boards (Trello, Asana, Monday)
3. Send project status updates
4. Maintain SOPs
5. Create checklists
6. Document workflows
7. Track deliverables
8. Follow up with team members
9. Organize digital files
10. Prepare project briefs
11. Track KPIs for departments
12. Create performance dashboards

HR & RECRUITMENT

1. Post job ads
2. Screen resumes
3. Schedule interviews
4. Conduct reference checks
5. Track candidates in ATS
6. Prepare offer letters
7. Onboard new hires
8. Collect employee paperwork
9. Organize training sessions
10. Maintain employee records
11. Track attendance and leave requests
12. Coordinate performance reviews
13. Plan team-building activities
14. Prepare HR compliance reports
15. Manage internal communications

RESEARCH

1. Research competitors
2. Research industry trends
3. Collect articles and insights
4. Summarize reports
5. Research vendors
6. Compare tools or software
7. Research speaking opportunities
8. Research podcast guest spots
9. Research grant funding opportunities
10. Research industry benchmarks
11. Research event sponsorships
12. Research networking opportunities
13. Research academic topics
14. Research patents and intellectual property
15. Prepare research briefs

CONTENT, AUDIO & VIDEO

1. Edit video clips
2. Add intros/outros to videos
3. Remove background noise from audio
4. Edit podcasts
5. Publish podcasts to platforms
6. Transcribe audio/video content
7. Upload videos to YouTube or social media
8. Moderate YouTube comments
9. Repurpose content into different formats
10. Write podcast show notes
11. Format eBooks and reports
12. Create slide decks

CREATIVE & MISCELLANEOUS

1. Edit photos
2. Create flyers
3. Format documents and reports
4. Create branded templates
5. Prepare case studies
6. Write press releases
7. Format newsletters
8. Build presentations
9. Create brochures
10. Manage image libraries
11. Prepare survey results
12. Support webinar content creation
13. Design simple infographics
14. Research copyright-free images
15. Create PowerPoint decks
16. Organize media folders
17. Prepare one-pagers or fact sheets

SPECIALIZED SUPPORT

1. Manage e-commerce store orders
2. Update product listings
3. Process refunds and returns
4. Coordinate shipping logistics
5. Manage vendor relations
6. Research supply chain improvements
7. Assist with grant applications
8. Maintain audit-ready documentation
9. Support financial compliance reviews
10. Track reimbursements and expenses
11. Coordinate with accountants
12. Manage software subscriptions
13. Research new business tools
14. Set up automated systems
15. Track performance across departments

COMMUNITY & NETWORKING

1. Update LinkedIn profile
2. Send connection requests
3. Manage LinkedIn messages
4. Engage in online communities
5. Research professional associations
6. Track speaking engagement deadlines
7. Draft bios for events
8. Manage professional memberships
9. Coordinate networking follow-ups
10. Track volunteer commitments
11. Research local events and meetups
12. Maintain community contact lists
13. Prepare follow-up notes after events

PERSONAL & LIFESTYLE

1. Order gifts online
2. Send greeting cards
3. Book personal appointments (doctor, dentist, etc.)
4. Manage family schedules
5. Pay personal bills
6. Track household expenses
7. Book restaurants
8. Plan family trips
9. Order groceries online
10. Schedule cleaners or contractors
11. Coordinate home repairs
12. Organize home filing systems
13. Manage personal subscriptions
14. Track personal reminders (birthdays, anniversaries)
15. Arrange pet care or vet visits
16. Track health and wellness goals
17. Coordinate with personal trainers or wellness coaches
18. Organize wardrobe and packing lists
19. Research personal purchases (appliances, gadgets, clothing)
20. Manage household vendors

EXTENDED LIFESTYLE & ADMIN

1. Track personal budgets
2. Research mortgage or loan options
3. Manage personal insurance renewals
4. Organize household inventory
5. Coordinate movers or real estate appointments
6. Manage warranties and returns
7. Organize digital subscriptions
8. Track fitness goals
9. Manage personal coaching sessions
10. Coordinate family gatherings
11. Research vacation destinations
12. Plan holiday shopping
13. Manage school schedules and events
14. Research personal finance opportunities
15. Track personal development (courses, certifications)
16. Maintain digital backups (photos, files)
17. Coordinate with charities or nonprofits
18. Manage home automation tools
19. Organize digital accounts and logins
20. Track memberships (gym, clubs, etc.)
21. Schedule vehicle maintenance
22. Organize errands and shopping lists
23. Track returns and exchanges
24. Manage warranty claims
25. Coordinate neighborhood or community involvement

If you are interested in hiring a Virtual Assistant



Scan me to book a 30 minutes consultation with the VA Desk Team

