

# SHE'S A GIVEN

BEST IN CLASS VIRTUAL ASSISTANTS

## 25 THINGS TO DELEGATE TO YOUR VA



### ADMINISTRATIVE

- Email Management
- Calendar Management
- Document Preparation
- Document Sorting & Organization
- Travel Planning
- Expense Reporting
- Proposal and Contract Creation
- Follow-Up Calls

### OPERATIONS

- CRM Management
- Industry Reporting
- Report Generation
- Data Analysis
- Project Management
- Meeting Planning



### PERSONAL

- Doctor Appointments
- Vendor Research
- Birthday and Special Occasional Reminders
- Vacation Planning
- Gift Buying
- Family Calendar Management

### MARKETING

- Social Media Content Formatting, Editing, and Posting
- Social Media Content Scheduling and Tracking Engagement
- Newsletter Creation
- Email Marketing

