



VIRTUAL STAFF LABS
#1 VIRTUAL ASSISTANT COMPANY

50+ Tasks You Can Hand Off Today

TO SAVE 10+ HOURS A WEEK





ADMINISTRATIVE TASKS

CLEAR THE CLUTTER

Get your time back by letting your VA handle all those repetitive, behind-the-scenes duties.



Manage your calendar and schedule appointments



Handle emails and inbox organization



Data entry and updating spreadsheets



Prepare and format documents or presentations



Online research for projects or competitors



Create and manage file systems (Google Drive, Dropbox, etc.)



Set up reminders and follow-ups



Prepare meeting notes and summaries



Book travel and accommodations



Create reports or summaries



Start with the tasks you dread — they're the perfect ones to delegate first!



SALES SUPPORT TASKS

KEEP LEADS MOVING

Your VA can make sure no lead slips through the cracks.



CRM data entry and cleanup



Follow up with leads via email or chat



Appointment setting for your sales calls



Prepare sales presentations or proposals



Track and update sales pipelines



Send thank-you emails or follow-ups



Manage client contact lists



Research potential leads or prospects



Create and send quotes or invoices



Schedule product demos



Delegating your follow-ups alone could save you 2-3 hours weekly!



MARKETING TASKS

STAY CONSISTENT, WITHOUT THE STRESS

Keep your brand active and visible while focusing on your core work.



Schedule and publish social media posts



Basic content creation (captions, simple graphics)



Manage comments and messages on social platforms



Research hashtags and trends



Create and send newsletters



Update website content or blog posts



Organize marketing materials in folders



Track campaign performance in spreadsheets



Collect testimonials and reviews



Manage email marketing lists



Your VA can repurpose old content — saving time and boosting reach.



BOOKKEEPING & BACK OFFICE TASKS

STAY ORGANIZED AND ON TRACK

No more late invoices or forgotten reports – your VA's got this.



Record daily expenses and transactions



Update bookkeeping spreadsheets



Send invoices and payment reminders



Track due dates for bills and subscriptions



Prepare simple financial reports



Reconcile receipts with expense records



Organize and store digital receipts



Maintain client billing information



Follow up on overdue payments



Coordinate with accountants for reports



Hand off invoicing and follow-ups to keep your cash flow steady.



REAL ESTATE-SPECIFIC TASKS

WORK SMARTER, CLOSE FASTER

No more late invoices or forgotten reports – your VA's got this.



Manage property listings on MLS and other platforms



Update property details and images



Coordinate property viewings and appointments



Respond to buyer/seller inquiries



Schedule inspections or open houses



Prepare listing presentations



Track leads in real estate CRMs



Research comparable properties



Create flyers or marketing materials for listings



Organize client contracts and documents



Delegating listing updates alone can save you 4-5 hours per week!

Let's Customize This for Your Business

This checklist is just the beginning. Every business is unique – and the best VA setup is one that fits you.

Book a Free Strategy Call

We'll help you:

- Identify your top 5 time-draining tasks
- Build a personalized VA task plan
- Match you with the right VA for your goals



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