

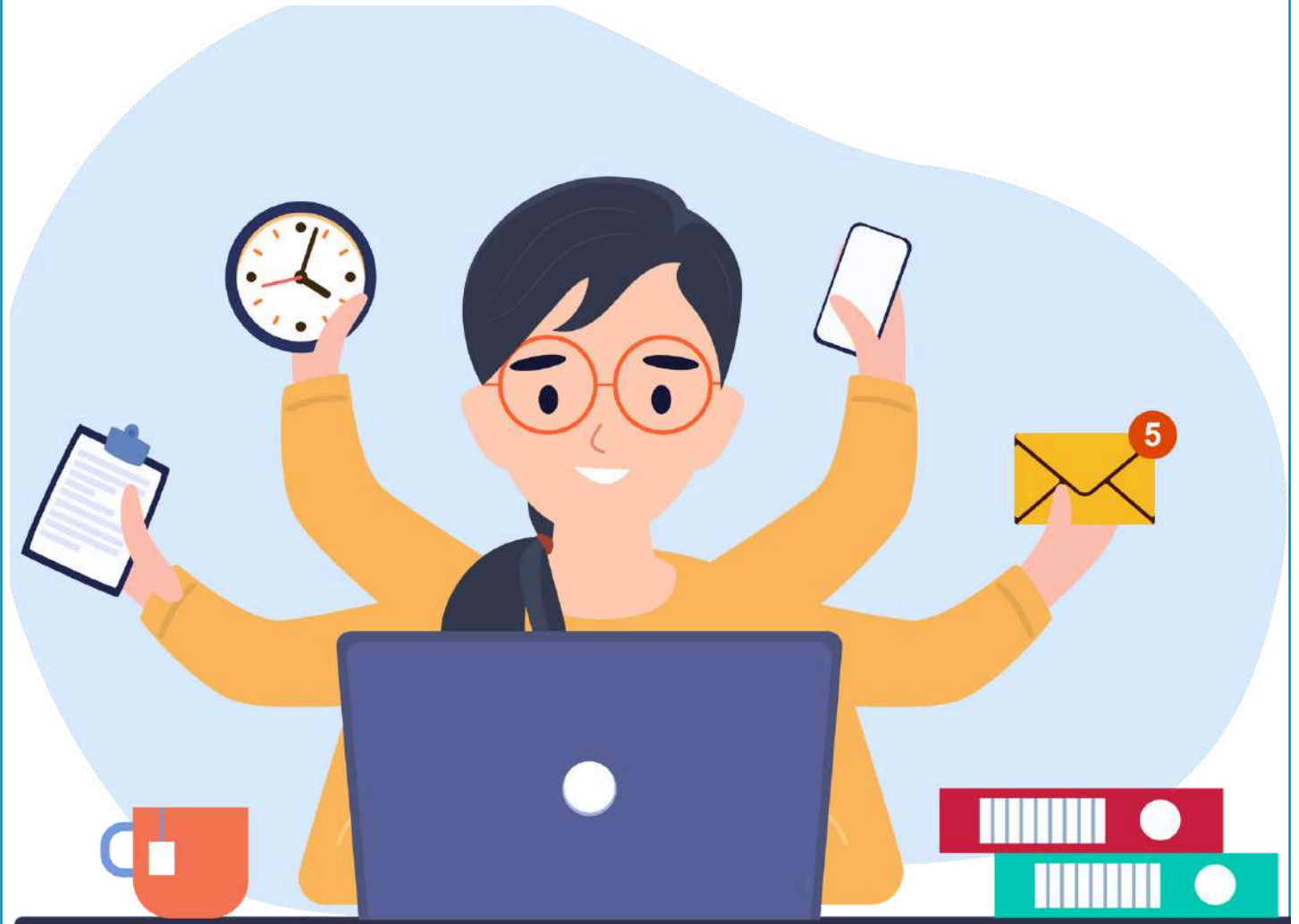


VIRTUAL STAFF LABS

#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**
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- ☐ **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**
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- ☐ **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**
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- ☐ **Follow up with leads via email or chat**
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- ☐ **Appointment setting for your sales calls**
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- ☐ **Prepare sales presentations or proposals**
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- ☐ **Track and update sales pipelines**
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- ☐ **Send thank-you emails or follow-ups**
.....
- ☐ **Manage client contact lists**
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- ☐ **Research potential leads or prospects**
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- ☐ **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**
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- ☐ **Track due dates for bills and subscriptions**
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- ☐ **Prepare simple financial reports**
.....
- ☐ **Reconcile receipts with expense records**
.....
- ☐ **Organize and store digital receipts**
.....
- ☐ **Maintain client billing information**
.....
- ☐ **Follow up on overdue payments**
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- ☐ **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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