Virtual Done Well

TASK CHECKLIST FOR YOUR VA

Tick the box if the VA task applies to your business.

File Storage & Organisation Tasks

- ☐ Dropbox / Google Drive Organisation
- ☐ Data Entry in Word, or Google Docs
- ☐ Creating / Managing Spreadsheets
- ☐ Preparing Powerpoint / keynote Presentations
- ☐ PDF Conversion, Splitting and Merging

Email and Schedule Management Tasks

- ☐ Filtering Emails / Managing Spam
- ☐ Database Building / Updating Contacts or CRM
- ☐ Answering Customer Service Emails /Tickets / Chat Support
- ☐ Sending of Greetings eCards, Event Invitations, etc.
- ☐ Calendar Management
- ☐ Appointment Scheduling
- ☐ Travel Arrangement and Planning
- ☐ Reminder Services

Administrative & Blogging Tasks

- ☐ Transcription of Video and Audio Files
- ☐ Simple eBook Layout / Formatting
- ☐ Preparing Online Meeting Minutes
- ☐ Report Creation
- ☐ Forms Creation
- ☐ Document Template Creation
- ☐ Online Research
- ☐ Data Mining & Development / Lead Generation
- ☐ Blog Publishing Management
- ☐ Moderating Blog Comments
- ☐ Adding Tags & Images to Blog Posts
- ☐ Receptionist Duties
- ☐ Voicemail Checking
- ☐ Sending Client Invoices
- ☐ Basic Bookkeeping (MYOB, XERO & Quickbooks)
- ☐ Personal Errands (Purchasing Gifts Online, etc.)
- ☐ Project Management & Training Tasks
- ☐ Project Management Between You and Team members

- ☐ Preparation of Training Materials
- ☐ Install and Support an Email Ticketing System
- ☐ Deadline / Deliverables Tracking
- ☐ Social Media Management Tasks
- ☐ Creating Facebook Fan Pages / Groups
- ☐ Posting and Scheduling Facebook Insights
- ☐ Promoting Facebook Pages
- ☐ Collating and Interpreting Facebook Insights
- ☐ Creating a Twitter Account
- ☐ Managing and Increasing Your Twitter Following
- ☐ Schedule Tweets and Track Mentions and Hashtags
- ☐ Create and Manage LinkedIn Account / Profile
- ☐ Create Pinnable Images on Pinterest
- ☐ Scheduling and Tracking Pins
- ☐ Create and Manage YouTube Account
- ☐ Moderating YouTube Comments
- ☐ Uploading Videos to other Video Sharing Sites / Social Media
- ☐ Answer inquiries and Messages on All Channel & Profiles
- ☐ Create Slideshare Presentations

Email Marketing

- ☐ Creating a New List in Email Marketing Software
- ☐ Adding and Removing Subscribers from Lists
- ☐ Creating and Scheduling Broadcast Emails to Promote Conten
- ☐ Editing Follow-up Emails and Auto-responders
- ☐ Creating Email Newsletters
- ☐ Editing / Proofreading Emails

SEO/Web Marketer

- ☐ Site Analysis
- ☐ Keyword Research for Blog Content
- ☐ Competitor Analysis Support
- ☐ Landing Page Set-up/Creation
- ☐ Web Master Submission
- ☐ Sitemap Submissions
- ☐ On-page optimisation for a post / page
- ☐ Off-page optimisation for a post / page
- ☐ Social Bookmarking (Digg, Stumble Upon, Reddit, Digg, Delicious)
- ☐ Creating a Social Bookmarking Tracking Sheet
- ☐ Blog Commenting – Off Page Optimisation
- ☐ Forum Participation / Moderation
- ☐ Creating Backlinks / Link Buidling
- ☐ Weekly / Monhtly Google Analytics & Traffic Reports
- ☐ Monthly Keyword Ranking Reports

Web Developer

- ☐ Support and Develop WordPress (PHP) Websites
- ☐ Install WordPress PlugIns and Themes
- ☐ WordPress Theme Customisation
- ☐ WordPress Functionality and PlugIn Enhancement
- ☐ Site Maintenance / Security and Troubleshooting
- ☐ CRM Integration & Social Media Integration
- ☐ Payment Gateway Integration

Audio/Video Editor

- ☐ Basic Editing of Audio Files
- ☐ Removing Background Noise from Audio and Video
- ☐ Adding Intro's and Outro's to Videos Support
- ☐ Basic Photoshop / Image Editing (Not Graphic Design)
- ☐ Powerpress (Podcasting WP Plugin) Installation
- ☐ Podcast Setup on iTunes
- ☐ Podcast Insertion on Blogpost
- ☐ Content / Blog Post Creation
- ☐ Guest Blogging / Ghost Blogging
- ☐ SEO Writing
- ☐ Press Release Writing
- ☐ Newsletter Writing
- ☐ Copywriting (Don't Suggest Sales Copy)
- ☐ Directory Submission
- ☐ Article Spinning
- ☐ Article Marketing

Graphic/Web Designer

- ☐ Designing Logos, Banners, Icons, eBook Covers and Headers
- ☐ Designing Infographics Images (Content Provided)
- ☐ Creating and Scheduling Broadcast Emails to Promote Conten
- ☐ Designing Websites, Creating Mock-Ups
- ☐ Designing Landing / Sales / Opt-In Pages
- ☐ Basic Video Editing (Splicing Intros & Outros with Raw Footage)

101 Tasks You Can Outsource to Virtual Staff
Chris Ducker
https://www.chrisducker.com/101-tasks-to-outsource-to-virtual-staff/

GET IN TOUCH WITH US
+61 2 8045 2311 (AU)
enquiry@virtualdonewell.com