

100 *Tasks to delegate to your Virtual Assistant*

HOW TO USE THIS LIST

1. Print it out and check off tasks you're currently doing yourself
2. Highlight the tasks that drain your energy the most
3. Circle 5-10 tasks you can delegate right away
4. Hire if you don't yet have a VA now that you know what to delegate

EMAIL MANAGEMENT

1. Clean and organize email list *
2. Schedule email campaigns *
3. Schedule email reminders for upcoming live sessions *
4. Respond to customer inquiries via email
5. Set up email filters and labels
6. Archive old emails and organize folders *
7. Create an automated email response
8. Monitor inbox and flag urgent messages
9. Send follow-up emails to leads or clients
10. Schedule weekly newsletters

FINANCE & BOOKKEEPING

11. Track income and expenses *
12. Send payment reminders to clients
13. Process refunds
14. Update pricing on website or sales pages *

Tasks I have personally delegated to my VA

CONTENT CREATION & EDITING

15. Edit videos for online courses using **Describe** *
16. Create workbooks for courses *
17. Make workbooks fillable (PDF forms) *
18. Edit presentation slides using Canva *
19. Design social media graphics (Canva)
20. Write blog post drafts
21. Proofread and edit written content *
22. Create Pinterest pins
23. Design lead magnets (checklists, guides, templates) *
24. Format eBooks or digital products *
25. Repurpose long-form content into short posts

SOCIAL MEDIA MANAGEMENT

26. Research social media trends *
27. Schedule social media posts
28. Respond to comments and DMs
29. Engage with target audience (like, comment, follow)
30. Create content calendars
31. Curate content from other sources to share
32. Analyze social media analytics and create reports
33. Research competitors' social media strategies
34. Create weekly tracking metrics (social media, website, email)

WEBSITE & TECH MANAGEMENT

- 35. Quality assure **client website** (check for broken links, typos) *
- 36. Insert meta descriptions for website pages *
- 37. Update website content (text, images, links)
- 38. Set up and manage Notion workspaces *
- 39. Set up and manage my all in one platform **Systeme.io** *
- 40. Migrate content from one platform to another *
- 41. Create opt-in pages *
- 42. Create checkout pages *
- 43. Update privacy policy and terms of service
- 44. Embed videos or forms on website *
- 45. Test website on different devices and browsers *

FUNNEL & AUTOMATION SETUP

- 46. Create funnels *
- 47. Create Google Forms *
- 48. Create quizzes for funnels *
- 49. Set up email automation sequences *
- 50. Build landing pages in funnel builders *
- 51. Create thank-you pages *
- 52. Set up Zapier or automation workflows *
- 53. Test funnel steps for functionality *

COURSE & PROGRAM MANAGEMENT

- 54. Upload course videos to learning platform *
- 55. Organize course modules and lessons *
- 56. Respond to student questions in course portal
- 57. Update course materials and resources *

ADMINISTRATIVE & PROJECT MANAGEMENT

- 58. Create contracts and invoices *
- 59. Manage project timelines and deadlines
- 60. Schedule meetings and send calendar invites
- 61. Organize files in Google Drive or Dropbox *
- 62. Create and update SOPs (Standard Operating Procedures)
- 63. Data entry into spreadsheets or CRM
- 64. Track expenses and receipts
- 65. Send reminders for upcoming deadlines

RESEARCH & PLANNING

- 66. Research people (potential collaborators, guests, clients)
- 67. Research competitors and industry trends
- 68. Find and vet podcast guests or interview subjects
- 69. Research tools and software options
- 70. Create market research reports
- 71. Find stock photos or graphics for projects
- 72. Compile lists of potential clients or leads
- 73. Research event or conference opportunities
- 74. Find and organize testimonials or case studies

PODCAST & AUDIO MANAGEMENT

- 75. Edit podcast episodes (remove filler words, add intro/outro)
- 76. Write podcast show notes and episode descriptions
- 77. Upload podcast episodes to hosting platform
- 78. Create audiograms or video clips for social promotion
- 79. Research and pitch podcast guests
- 80. Schedule and send calendar invites to podcast guests
- 81. Transcribe podcast episodes for blog posts

ONLINE COMMUNITY MANAGEMENT

- 82. Create online community on **Skool** *
- 83. Respond to member questions and comments
- 84. Organize and announce community events, challenges, or workshops
- 85. Welcome new members to the community with personalized messages
- 86. Moderate discussions and enforce community guidelines

CLIENT MANAGEMENT & SUPPORT

- 87. Send client feedback surveys after projects end
- 88. Proofread sales pages before launch *
- 89. Create and update media kits or speaker one-sheets

COPYWRITING & SALES SUPPORT

- 90. Write product descriptions for digital products
- 91. Write testimonial request emails
- 92. Test checkout process and payment integrations *
- 93. Create welcome sequences for new subscribers

LINK & RESOURCE MANAGEMENT

- 94. Check and fix broken links across website and emails *
- 95. Send thank-you notes to clients, partners, or affiliates

CONTENT REPURPOSING & ORGANIZATION

- 96. Update old graphics with current branding
- 97. Repurpose blog posts into email sequences or social threads
- 98. Organize video files and footage in cloud storage

BUSINESS OPERATIONS

- 99. Manage speaker applications or submissions
- 100. Organize brand assets (logos, fonts, color codes) in a folder

Have we met?

I'm Sara, a Brand Strategist and Business Coach. I help solopreneurs find clarity, make aligned decisions, and build businesses that support their goals.

My focus is on delivering actionable, concrete steps that empower solopreneurs, digital creators and online service providers to troubleshoot their challenges effectively.

Whether you're refining your brand or launching something new, I help you with clarity, structure, and momentum.

Let's Connect

 @thesarabalaa

work with me

Book a Guidance Session with me!

