

TASKS TO DELEGATE

So You Can Grow in Alignment

The most aligned and successful founders don't try to do everything themselves. They delegate with intention — freeing up their time, energy, and creativity to focus on what truly matters.

10 KEY AREAS YOU CAN HAND OVER WITH CONFIDENCE

01

Course Platform Setup & Management

Your course portal, memberships, and learning experience — built and maintained.

02

Sales Funnel Strategy & Build

High-converting funnels that capture leads and move them to buy — consistently.

03

Social Media Presence & Growth

Branded content, scheduling, and engagement — so you show up without burning out.

04

Website Design & Content

Your online home, built on the right platform and maintained behind the scenes.

05

Email Campaigns & Automation

Nurture sequences and broadcasts that work while you sleep.

06

Calendar & Booking Management

Scheduling systems that run themselves — no more back-and-forth.

07

Community Building & Management

Your group or membership community kept alive, engaged, and growing.

08

Lead Generation & Client Outreach

Strategic outreach aligned with your goals and your audience.

09

Business-Specific Projects

Analytics, video editing, SEO, eCommerce — whatever your business needs.

10

Custom Business Solutions

Not everything fits a box. We build solutions that fit your unique business.

Course Platform Setup & Management

Systeme.io | Kajabi | Kartra | Wix

Your course portal, memberships, and learning experience — built from the ground up and maintained so your students always have a seamless, professional experience.

BUILD

- Set up your domain, portal, and essential tools
- Apply your branding for a clean, cohesive experience
- Structure your course with modules and lessons
- Integrate with your CRM or email system
- Set up memberships, access levels, and automations
- Create a welcoming onboarding flow for new members

ONGOING SUPPORT

- Update and refine existing courses
- Upload and launch new courses
- Light video editing for course content
- Design worksheets and supporting materials
- Manage member access and permissions
- Ongoing troubleshooting and support

Sales Funnel Strategy & Build

Systeme.io | Kajabi | Kartra | Wix

High-converting funnels that capture leads, nurture relationships, and move your audience to buy — built with intention and aligned with your brand.

BUILD

- Set up your funnel platform on a custom domain
- Connect payment systems, CRM, and email platform
- Build intentional, high-converting landing pages
- Apply your brand colors and fonts
- Add your copy, visuals, and videos
- Connect pages to automated email sequences
- Set up offers and products within the funnel
- Test the full experience end to end

ONGOING SUPPORT

- Make updates and improvements as needed
- Track and review key conversion insights
- Optimize pages for better flow and results
- Build and launch additional funnels as you grow

Social Media Presence & Growth

Instagram | Facebook | LinkedIn | TikTok | Pinterest

Branded content, consistent scheduling, and meaningful engagement — so your mission shows up powerfully online without you burning out.

BUILD

- Set up and optimize your social profiles
- Design and upload branded visuals
- Set up a scheduling system for consistent posting
- Conduct light competitor and market research
- Create a 90-day content plan aligned with your brand

ONGOING SUPPORT

- Design branded graphics and source visuals
- Write captions aligned with your voice
- Research and apply relevant hashtags
- Schedule and manage content
- Engage with comments and messages
- Review performance and refine strategy
- Repurpose and distribute content across platforms

Website Design & Content

Systeme.io | Kajabi | Kartra | Wix | Squarespace

Your online home — built on the right platform, branded to reflect your mission, and maintained behind the scenes so it always works for you.

BUILD

- Set up your domain and hosting
- Install and customize your website theme
- Apply your branding, content, and visuals
- Set up blog structure and initial posts
- Implement basic SEO foundations
- Create opt-in forms and pop-ups
- Integrate calendars, CRMs, and tools

ONGOING SUPPORT

- Update content, images, and pages
- Upload and format new blog posts
- Maintain basic SEO practices
- Monitor and respond to inquiries
- Troubleshoot and resolve issues

Email Campaigns & Automation

[Systeme.io](#) | [Kajabi](#) | [Kartra](#) | [AWeber](#) | [MailChimp](#)

Nurture sequences and broadcasts that build relationships, drive sales, and keep your audience engaged — running automatically while you focus on your mission.

BUILD

- Set up your email marketing platform
- Build automated nurture sequences
- Import and organize your contact list

ONGOING SUPPORT

- Schedule and send email broadcasts
- Update and refine email sequences
- Segment your audience for better targeting
- Review performance and optimize engagement

Calendar & Booking Management

[Systeme.io](#) | [Acuity](#) | [Calendly](#) | [ScheduleOnce](#)

Scheduling systems that run themselves — so you never lose a booking, miss a follow-up, or spend energy on back-and-forth coordination again.

BUILD

- Set up your scheduling system
- Integrate with your CRM and calendar
- Create automated confirmations and reminders
- Embed booking links on your website or funnels

ONGOING SUPPORT

- Send reminders and confirmations
- Assist with rescheduling and coordination
- Prepare meeting details when needed
- Follow up with no-shows
- Provide post-call summaries and next steps

Community Building & Management

Facebook | Mighty Networks | Systeme.io | Telegram | Kajabi

Your community is one of your most powerful assets. We build it, manage it, and keep it thriving — so your members feel supported and your mission keeps growing.

BUILD

- Set up your free or paid community platform
- Design branded banners and visuals
- Create welcome posts and group descriptions
- Set up membership questions and guidelines
- Create a 90-day content plan
- Establish simple SOPs and systems

ONGOING SUPPORT

- Design and schedule posts
- Write engaging content
- Moderate comments and discussions
- Approve or manage member requests
- Review group activity and suggest improvements
- Repurpose and share content where relevant

Lead Generation & Client Outreach

[LinkedIn](#) | [Podcast Platforms](#) | [Your Community](#) | [Events](#)

Every business is different — so we approach lead generation in a way that aligns with your goals, your audience, and your energy. No cold, misaligned tactics. Just intentional visibility.

BUILD

- Identify the right lead generation strategy
- Set up outreach systems and templates
- Create lead magnets and opt-in offers
- Build your visibility and referral infrastructure

ONGOING SUPPORT

- Support podcast creation or outreach
- Book guest appearances and collaborations
- Generate leads through your community or platforms
- Assist with webinars and virtual events
- Manage partnerships and referral opportunities
- Outreach through platforms like LinkedIn

The Build & Support Framework

At Unity Works Agency, we don't just outsource tasks. We integrate into your business with care, clarity, and intention — so everything runs smoothly while you stay focused on your mission.

01

BUILD

Foundation & Setup

We set up your systems, tools, and workflows — aligned with your vision and ready to run. Every build is custom-scoped and delivered complete, ready to launch.

02

SUPPORT

Ongoing Flow & Growth

We manage and maintain your operations behind the scenes so everything stays organized, efficient, and flowing. Your VA team handles the day-to-day so you can stay in your zone of genius.

Ready to stop doing it all *alone*?

Book your free discovery call and let's find out exactly what you need.

[BOOK YOUR FREE DISCOVERY CALL](#)

unityworksagency.com