

TASKS

A COACH OR SMALL BUSINESS
COULD OUTSOURCE TO A
VIRTUAL ASSISTANT



Virtual Assistance with a Night Owl Twist

Why This Workbook?

RUNNING YOUR OWN BUSINESS MEANS WEARING ALL THE HATS AND NOT ALL OF THEM FIT. IF YOU'RE OVERWHELMED, DISTRACTED, OR DROWNING IN ADMIN, IT'S TIME TO EXPLORE WHAT YOU CAN HAND OFF.

This guide will help you:

- ✓ **Identify tasks that drain your time**
- ✓ **Prioritise what to delegate first**
- ✓ **Discover how a VA can make your life easier**

Let's find the work you shouldn't be doing—so you can focus on what you love.

Tasks That VAs Can Handle for You

ADMIN & ORGANISATION

- Email management
- Diary scheduling
- Document formatting
- Data entry
- File organisation

SOCIAL MEDIA & CONTENT

- Canva graphics
- Scheduling posts
- Newsletters
- Blog uploads
- Message replies

CLIENT SUPPORT

- Onboarding emails
- Follow-up messages
- Forms & questionnaires
- Community moderation

TECH & TOOLS

- General CRM setup
- Online workshop and course setup
- Research
- Transcription
- Light video editing

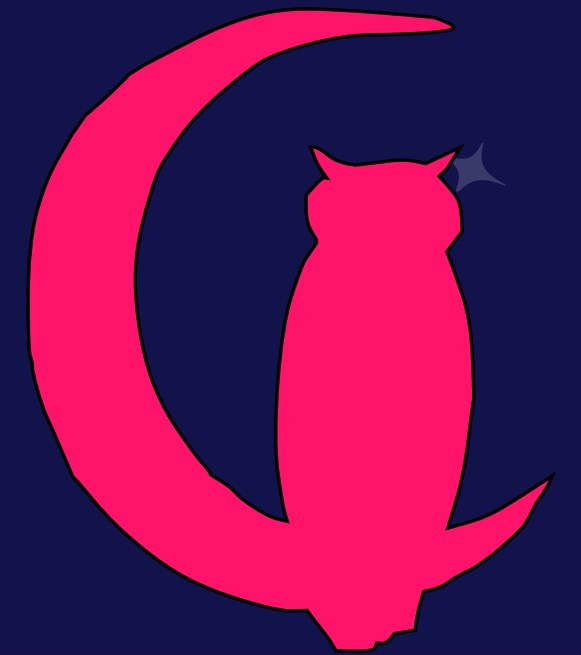
Your Personal Task Audit

TICK WHAT YOU DO NOW AND ADD ANY CUSTOM TASKS YOU'D LOVE TO DELEGATE...

Task	I Do This 	I Dislike 	Energy Drainer 	Want to Delegate 
Email management				
Social media scheduling				
Blog uploading				
Client follow-ups				
Course Set Up				

Your Next Step

Look back at the tasks you've marked. Now list 3 that would make the biggest difference to your time, focus or happiness if they were off your plate:



1.

2.

3.

💡 What could you do with that free time?

✨ How would it feel to have less on your plate?

Ready to reclaim your time?



I'M SHELLEY, A FRIENDLY VIRTUAL ASSISTANT WHO SUPPORTS BUSINESS OWNERS LIKE YOU WITH ADMIN, TECH, CONTENT AND MORE.
LET'S TALK ABOUT HOW I CAN HELP!

BOOK YOUR FREE 15 NO OBLIGATION CHAT

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