

The Ultimate Delegation List

Outsourcing to Your Virtual Team Member

Administrative

Inbox management

Calendar management

Personalized customer service emails + calls

Travel planning & coordinating

Event + workshop coordination

Organizing Dropbox, Google Drive, etc

CRM management

Researching competitors + new client reach,
market research

Formatting documents, online filing

Data entry

Word processing + document maintenance

Personal errands (gifts, thank you notes)

PR management & pitches, follow up

Creating Zoom links for online meetings

Online scheduler (Acuity) management

Ongoing Client relations

Social Media

Scheduling content
Create/Curate Content Calendar
Optimizing posts with tags
Maximizing SEO
Proofreading and editing
Community engagement + moderating
All things social media ads
(set up, monitoring, strategy)
Basic graphic design for social media
Keyword research + reporting
Monthly analytic reports
Pinterest group management
BoardBooster or Tailwind maintenance

Graphics

Logos, icon, banner, heading, cover design
Creating branded images
Creating infographics
Branding stationery, docs

Content Creation

Creating and scheduling email marketing

Content creation for autoresponders

Designing marketing newsletters

Monitoring newsletter subscriptions, campaigns

Editing, proofreading, formatting

Creating blog posts and/or guest posts

Transcribing podcasts, Facebook Live videos

Creating slides, presentations, webinars

Template creation

Production of eBooks

Creation of training materials

Website

Designing and managing websites

Installing your plug-ins, widgets

Performing weekly maintenance

Creating new pages and integrations

Uploading and formatting blog posts

Embed hidden Pinterest images

Adding SEO to blog post

Managing membership website/plugin

Techie Tasks

Setting up email and sales funnels

Creating sales pages and tripwire offers

Ensuring all platforms are integrated perfectly

Set up course platforms

Management/Set up of messenger Bots

Set up Webinars with preferred platforms

Troubleshoot platform issues

Who Am I

Whether you are ready to hire a graphic designer, social media marketer, website designer, or an online business manager (aka, an #allthethings expert), you know right now is the best time to do so for your business.

Why right now?

Well, why not? There is never a perfect time to start a new project, build a new business or start a family. The only time that counts, is right now!

As a business efficiency manager (aka, online business manager --- aka #allthethings expert) I help bloggers, coaches, and creatives to create and implement efficient systems so they can build a thriving business without having to sacrifice what matters most in their life.

That means your tech, social media, website, I got you covered!

[Find me on Facebook Here!](#)