100 Things a VA Can Do for You

Virtual Elves has listened to many business owners over the last 4 years and the challenges are all the same:

Where do I go to find the right support for my business?

What about the language barriers with going offshore?

How do I know what to outsource?

How do I manage a virtual employee?

We pride ourselves on having these answers and being able to support you through the process so you feel in control, well educated and understanding of how to work with a VA offshore.

This list is to help you think about all of the possibilities of what a VA can do for you to help your business grow and create more space in your life.

On top of this, we empower you with our "7 Step Guide to Outsourcing" - a weekly, direct-to-inbox training on how to deal with outsourcing; starting from dealing with your fears to managing your virtual employee. Simply sign up to our newsletter and get this guide for FREE.

Research and Development

1 Article or book research

2 Tracking down experts or other sources to interview for stories

3 Researching images for articles or books

4 Acting as a first reader on articles or other manuscripts

5 Chase business opportunities and ideas

6 Keep up with Industry trends

7 Research for the best product in the market for your business may it be CRM, Computer, Tools, etc.

8 Idea creation for your blog or newsletter topics

9 Research for contractors or vendors for your business

10 Research for networks and events that you can connect.

11 Findings facts that concerns your industry.

12 Interface testing like checking issues in websites, software, or tools.

13 Interface design works for VA with eye for designs.

14 Finding what works for certain projects like tools, strategies, software, etc.

15 Avoiding what doesn't work is simply having your VA check the causes of mistakes and failures.

16 Discover new opportunities for business growth

17 Research tools for automation and management of business activities

18 Research data necessary for decision making

Administrative

19   Create or edit presentations

20   Organise and prepare files for tax

21   Pay bills as they come due

22   Review and validate bills for legitimacy

23   Plan and organise events for you

24   Screen candidates for hire

25   Teach something new that you possibly have not known or heard like using Vine, Instagram marketing, etc

26   Network administration for your Information Technology system

27   Motivation for doing the tasks that seems overwhelming

28   Provide project support for your clients

29   Update your company Procedure and Training Manuals

30   Update records

31   Fix formatting issues in presentations and documents

Filing/Accounting

32   Scanning and delivering signed contracts and agreements

33   Organising files

34   Bookkeeping

35   Cost Management by managing the budget and provide audit services.

36   Streamline your electronic filing system

37   Input data on financial statements

Manage Tasks

Data Entry

Communications

Personal

53 Shop online for your needs.

54 Attend webinars or networking events on your behalf

55 Send messages to important clients and vendors

Marketing

56 Update websites like portfolio, contact info, content, etc.

57 Manage social media accounts

58 Post articles to blogs

59 Add important widgets and sidebars on your WP site

60 Minor Website design and add anchor texts

61 Cohosting or running Twitter chats, webinars, teleconferences and other
    live events

62 Review and recommend websites for SEO

63 Backlink building

64 Web design

65 Graphic design

66 Manage your site's comments or forums to avoid spam

67 Snail mail marketing materials

68 Distribute marketing materials on emails, social networks, etc

69 Generate leads by searching contacts

70 Create templates for marketing materials

71 Telemarketing

Sales

72 Call prospects

73 Keep track of customer's feedback

74 Monitor prospects that have been called, followed up, and responded.

75 Prepare and send agreement form

76 Acts as sales support for client inquiries and followups

77 Deliver goods or services to buyer

Customer Relations

78 Send out thank you cards to clients.

79 Prepare, collate and ship proposals and meeting materials

80 Send out requested information to customers

81 Handle client inquiries by phone or e-mail

82 Keeping touch with old customers to set appointment with your or send greetings

83 Screen your calls and filter out the people who want to set appointments with you

Writing

84 Proofreading

85 Write articles/content

86 Write reviews for your business, for clients or for products

87 Write testimonials for clients

88 Rewrite articles or books

89 Review articles by checking your notes, someone else's facts, or anything
     else the might be subject to mistakes, typos, or bias.

90 Write press release

91 Write email templates

Publishing

92 Submit articles to social bookmarks and article directories

93 Publish a marketing newsletter

94 Check News digests and prepare a daily or weekly digest of the top news
     that matters to you.

95 Publish and promote your eBook

96 Promote your articles and press releases

97 Publish mockup sites and templates

Transcription

98 Transcribe audio/podcasts

99 Transcribe video presentations

100 Transcribe conversations or voicemails