

WHAT TO DELEGATE TO YOUR VA

GENERAL ADMIN

- Inbox Management
- Scheduling meetings & Calendar management
- Ordering - Client gifts, Office supplies/equipment
- Client outreach & follow-up
- Presentation Preparation
- Travel Planning
- Dinner / Hotel Reservations

SYSTEM & OPERATIONS

- CRM Data Entry & Clean Up
- Workflow editing & optimization
- File organization & documentation
- Transcription - call notes / minutes
- Creating SOPs
- Project Management
- Event Planning Management

BOOK KEEPING

- Expense reports
- Sending invoices
- Processing payments & paying invoices

MARKETING & SOCIAL MEDIA

MARKETING TASKS

Basic logo & graphic design in Canva
Slide deck/presentation creation
Blog writing & editing
Website maintenance
Email newsletter creation
Basic website updates - copy, images etc.
Set up registration pages for events
Collaborate & brainstorm on content strategy
Request client testimonials
Set up & run giveaways
Design E-books, workbooks, & other marketing materials

SOCIAL MEDIA

Content creation
Basic Canva Designs
Content calendar management
Social media scheduling
Moderate Facebook group activity
Moderating social media comments
Repurposing content to use across platforms
Schedule Pinterest pins

Personalized service packages available at your request, email me at heywillowassist@gmail.com.

If you'd like to schedule a free consultation to discuss how I can support your administration needs email me or text (208) 740 - 4862

HEYWILLOWASSIST.COM