

## **Projects Your VA Can Accomplish In One Hour Or Less\***

To truly understand the value of working with a virtual assistant, we won't just *tell* you about the value you will receive, we can *show* you! Everywhere businesses and business owners are faced with many tasks that take away precious time from building their business. What may take a VA an hour or so to complete, may take you hours because of all the distractions and necessary projects that have to be done. Our goal is to be sure that after you realize what just one hour can do for your business, imagine what five or ten hours can do!

1. Warm call 25-30 prospects.
2. Phone a minimum of 25 clients for a specific project.
3. Mail merge 50-100 letters including stuffing and mailing.
4. Create a viable prospect list of 25-30 contacts.
5. Create an Email campaign.
6. Data Entry of a minimum of 75 contacts in an Excel spreadsheet.
7. Create correspondence for a client or prospect.
8. Edit and proof a minimum of a five page report.
9. Follow up on a minimum of 25 pending requirements. (financial services)
10. Create a PowerPoint presentation.
11. Setup the process for an ezine or newsletter.
12. Balance a monthly bank statement.
13. Research travel, hotel and meeting facilities.
14. Conduct a training seminar for a specific software program or service.
15. Update web site content.
16. Article and press release submissions.
17. Update and manage your calendar.
18. Transcribe a half hour of audio.
19. Research for a specific project.
20. Type handwritten notes from a seminar.
21. Setup Feedburner and post chicklets to blog.
22. Make edits to 1-5 web pages (depending on # of changes).
23. Post 3-4 blog entries to blog adding also photos and Technorati tags.
24. Submit a press release to 5-10 sites.
25. Submit an article to 5-10 sites.
26. Create a basic sales page layout (content provided by client).
27. Create a header graphic for website/blog.
28. Setup an e-course in 1ShoppingCart.
29. Create a free report or ebook cover graphic.
30. Setup a GotVMail account for voice and fax answering.
31. Do follow-up research on a client, prospect, applicant, or competitor.
32. Book your flight, hotel, and/or rental car reservations.
33. Delete spam accumulated in your e-mail overnight, and sort, answer, or redirect remaining messages.
34. Convert document files to PDF format.
35. Build a custom spreadsheet.

36. Research a few venues to visit on your trip, along with directions to get to them from your hotel.
37. Format and submit your article online.
38. Proofread a narrative of up to seven pages.
39. Create a fillable form.
40. Organize a stack of messy files, label them appropriately, and pack them for shipping back to you, ready to drop directly into your waiting file drawer.
41. Edit and proof copy for several Web pages.
42. Make calls to confirm your appointments, engagements, or reservations.
43. Format and submit your article online.
44. Copy edit and proofread several brochures.
45. Open and sort mail for one week.
46. Stuff, seal, label, and stamp a bulk mailing.
47. Write a blog entry.
48. Build an e-mail distribution list.
49. Collate and label personalized packets for your seminar or presentation.
50. Update an old word processed file to reflect your company's new color, logo, font, etc. standards.
51. Research possible vendors of a service or product you seek.
52. Edit and post multiple blog entries.
53. Build at least 30 viable SEO friendly links to website or blog in high quality directories.
54. Monitor and forward info from multiple sources of client industry news headlines, blog posts, and articles.
55. Analyze and update basic SEO elements for a 5 page heavy-content website.
56. Create PDF's for numerous company documents, whitepapers, charts, etc.
57. Gather info on grant opportunities and calendar deadline reminders (Filling and submission 15-30 minutes additional for each).
58. Design print-ready company letterhead.
59. Create live instructions for any computer or online application using Jing Project or similar.
60. Create and/or analyze and update Google Adwords campaigns.
61. Setup and/or analyze Google Analytics and relative conversion reports.
62. Add a press page to the company website.
63. Set up a blogging account/program and add the link to the site menu.
64. Select and schedule 15 individual handwritten greeting cards for delivery, each with a personal message (Hallmark.com).
65. Design a graphic advertising banner.
66. Edit a 30-60 minute audio file using Audacity or similar.
67. Update shopping cart with new product images and information.
68. Create a customized, detailed Google business listing with images.
69. Research best price/features for a needed service, technology, or item.
70. Order a shopping list for home or office delivery.

71. Request and follow up for hard copies/files of recent print mentions or live media appearances.

\*Each project is unique. This list shows actual project examples as they pertain to a particular project and serve as a guideline only. This is a sampling of what a VA can do.

**Creator and contributing author:**

**Doreen R. Patrick, MVA, ACS, CIVA**

Virtual Business Partners

*What is more time spent with current and potential client's worth to you?*

[www.virtualbusinesspartners.net](http://www.virtualbusinesspartners.net)

[www.getvacertified.com](http://www.getvacertified.com)

<http://blog.virtualbusinesspartners.net>

**Contributing authors:**

**Tess Strand Alipour**

Professional Day Maker

*Custom Website Design and Virtual Assistance Services*

<http://www.virtualassistantforums.com>

**AnnaLisa Michalski**

Admin Maven

*Expert administrative help at your fingertips!*

<http://www.adminmaven.com>

**Erin Blaskie**

Business Services ETC

*Giving business owners freedom by managing the BS, ETC.*

<http://www.bsetc.ca/blog/>

**Bernadette Wong**

K&M Secretarial Services

*The Virtual Way*

<http://www.kmsecretarialservices.com>

**Linda Sinclair, MVA, FSVA**

Your Virtual Assistant, LLC

*Off Site and One Demand*

<http://www.yourvirtualasst.com>