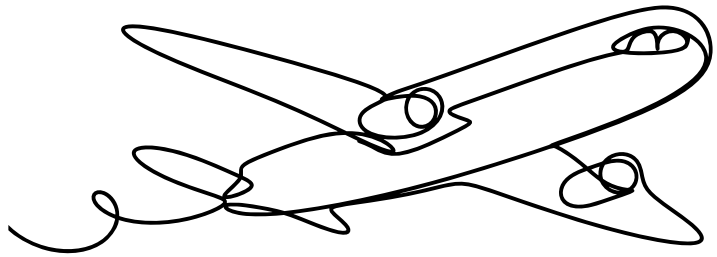


# 10 THINGS YOU CAN DELEGATE WHILE YOU'RE OUT OF OFFICE



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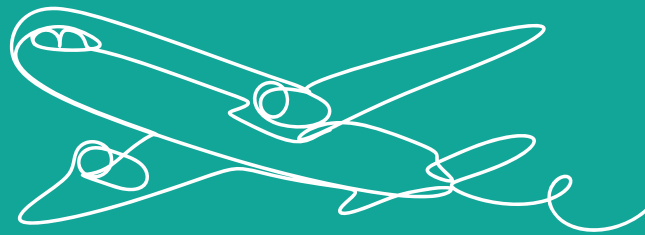


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**Delegate with confidence—and come back to a business that hasn't missed a beat.**

Whether you're heading out on vacation, attending a conference, or simply unplugging for a bit, your organization doesn't have to hit pause when you do.

This guide will help you prioritize what needs handling, leave clear instructions, and avoid the chaos of post-break catch-up.



**PRO TIP:** Use the checkboxes to track which tasks you've delegated—or note what to follow up on when you return!

## 1. Email Correspondence & Management

- ☐ Triage your inbox: flag/forward urgent emails only, respond as needed
- ☐ Tidy up folders and delete spam
- ☐ Set (and check on) your OOO auto-responder



**WHY IT HELPS:** Keeps you from returning to an avalanche of unread emails and ensures nothing important slips through the cracks.

## 2. Calendar Management

- ☐ Reschedule, confirm, or cancel meetings and appointments
- ☐ Add placeholders for important follow-ups
- ☐ Block off catch-up/deep work time for when you return



**WHY IT HELPS:** Avoids calendar chaos and gives you time to ease back in, starting with what's most important.

## 3. Project Management

- ☐ Track project updates and requests
- ☐ Update/organize project management tools
- ☐ Send client/team check-ins to maintain momentum



**WHY IT HELPS:** Keeps workflows moving and your clients/team feeling supported—even in your absence.

## 4. Social Media & Marketing Management

- ☐ Schedule posts and respond to comments/DMs
- ☐ Track engagement and insights
- ☐ Begin planning next month's content



**WHY IT HELPS:** Maintains your online presence and saves you from scrambling to catch up later.

## 5. Create a Re-Entry Plan

- ☐ Compile a “while you were out” summary
- ☐ Prioritize what needs your attention first
- ☐ List what can wait, and archive what’s done



**WHY IT HELPS:** Transforms your return from totally overwhelming to totally doable.

## 6. Tackle the Backburner Projects

- ☐ Follow up on pending proposals/invoices
- ☐ Draft or update SOPs or process docs
- ☐ Organize digital files and folders



**WHY IT HELPS:** Frees up future mental space and clears lingering to-dos while you’re out.

## 7. Personal Tasks

- ☐ Book travel accommodations and personal appointments
- ☐ Manage family calendar or logistics
- ☐ Order groceries or restocks for your return



**WHY IT HELPS:** Makes your personal life feel just as supported as your business.

## 8. Content Creation

- ☐ Draft blog posts for future publishing
- ☐ Repurpose already existing blogs or other content into social posts
- ☐ Outline upcoming email campaigns/newsletters



**WHY IT HELPS:** Lays the groundwork for consistent content, even if you’re not actively creating.

## 9. Online Research

- ☐ Collect competitor insights or pricing
- ☐ Research tools, supplies, or service providers
- ☐ Request and collect client testimonials, feedback, or survey responses



**WHY IT HELPS:** You return with data and insights ready to act on—no digging required.

## 10. Data Entry & CRM Cleanup

- ☐ Remove unsubscribed or outdated contacts
- ☐ Add new leads from your inbox
- ☐ Tidy up tags, notes, or contact info



**WHY IT HELPS:** Clean systems = smoother workflows and better marketing performance.

Stepping away shouldn't mean stepping into chaos. **With the right prep and a reliable VA, you can unplug** knowing things are still moving forward. Use this list as **your go-to whenever you're out of office**—and come back to an organization that's focused, responsive, and ready for what's next.



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