

More Time. More Impact.

HOW A VIRTUAL ASSISTANT CAN
SUPPORT YOUR MISSION



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VIRTUAL
cathy

You don't have to do it all.

Virtual assistants are known for admin help, but that's just the beginning. From streamlining operations to supporting donor outreach, a VA can take on real, meaningful work that frees you and your team up to focus on your mission.

This quick guide highlights some of the high-impact tasks you can delegate today to lighten your workload and start building more sustainable support throughout your organization.

ADMIN & COMMUNICATION

- ☐ Triage and organize your inbox
- ☐ Schedule meetings, prep agendas
- ☐ Respond to donor inquiries and partner outreach

OPERATIONS & ORGANIZATION

- ☐ Keep your CRM up to date
- ☐ Organize messy digital file folders
- ☐ Edit and format reports, forms, and templates



MARKETING & OUTREACH

- ☐ Draft and schedule newsletters
- ☐ Keep your social media active
- ☐ Format graphics and outreach materials

FUNDRAISING SUPPORT

- ☐ Research grant opportunities
- ☐ Track applications and deadlines
- ☐ Prep and send donor thank-you messages

EVENTS & COLLABORATION

- ☐ Manage RSVPs and details for events
- ☐ Support year-end giving campaigns
- ☐ Be a sounding board for new ideas



Keep in mind: This list is a small snapshot of how a VA can support your organization. It's meant to get you thinking about the daily tasks that might be taking up your time—and where a little help could make a big difference.

Feeling overwhelmed about where to start? That's normal! The key is simple: pick one or two tasks to delegate first, then build from there.

Need extra help?

We've included a quick worksheet to guide you through identifying the best tasks for you and your team to hand off first.

Delegation Questions to Ask Yourself

1. Which admin-type tasks do you dislike the most?
2. Which tasks eat up the most time in your week?
3. Where do you feel you're constantly playing catch-up or dropping balls?
4. Which tasks should always get done, but are skipped when the team is busy?
5. If you had 10 extra hours a week, what would you focus on instead?

Delegating even a few of these tasks can give you back several hours per week, making your team's work more scalable and sustainable.

Start small. Save time. Do more of what matters.

Your mission matters and so does the way you spend your time.

If you're ready to get support that helps you make a bigger impact, let's talk. A quick consult with Cathy can help you get started with clarity and confidence.

Book a call today!

Thank you!



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