

# Master Your Time:

SAVE 15 HOURS A WEEK BY  
DELEGATING THESE TASKS



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# Where to Start?

Many entrepreneurs and busy professionals are enthralled by the idea of receiving help in completing tasks.

However, if someone were to ask these same people how they would utilize a virtual assistant to help offset their daily admin work, many would hesitate, think twice, and then some would nix the whole idea of receiving help altogether because they aren't EXACTLY sure on what they would delegate to that person.

This list can help you determine just that. Though it may not encompass all the details that fit your situation perfectly, it allows you to start thinking about different parts of your day-to-day that may be best suited outsourced.



*Ready to start delegating?*

Keep reading to learn a dozen different ways a Virtual Assistant can take more off of your plate!

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# A Dozen Ways a Virtual Assistant Can Help You

## 1. Email Management

We live in a world of emails! People who are receiving 100, 200, 300+ emails a day either spend a significant amount of time reviewing, deleting, and organizing their inbox, or they never catch up! A virtual assistant can go into your email 2x a day, mark which emails should be your priority, and organize the rest for your review later.

## 2. Scheduling & Calendar Management

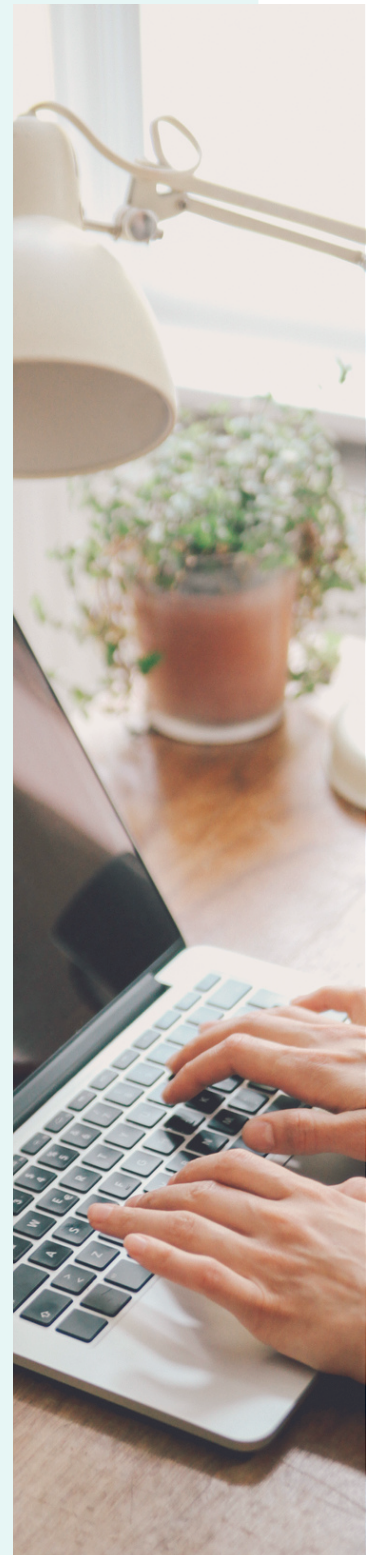
Scheduling and calendar management can be a daily burden for a busy professional. A virtual assistant can easily coordinate your meetings and appointments within your work calendar based on the criteria you set, freeing up your time to prepare for it.

## 3. Follow Up Calls/Emails

The majority would agree that it is important to follow up with someone when they inquire about your service or products, but sometimes, your workload doesn't allow you to do so in a timely manner. Don't miss out on a business opportunity by using a virtual assistant to respond to inquiries as they come in.

## 4. Booking Travel Arrangements

Traveling for business or pleasure? No matter the reason, a virtual assistant can help book accommodations, prepare itineraries, and do many other tasks that help your trips go as smoothly as possible!



## 5. CRM/Database Updates

If you network, then chances are you have a stack of business cards on your desk of people you have met while networking. Rather than living on your desk to sift through later (or never), the information on all your business cards can be entered by a virtual assistant into your CRM or Excel spreadsheet for easy access, as well as documentation on any additional steps you'd like to take for each contact.

## 6. Newsletter Creation

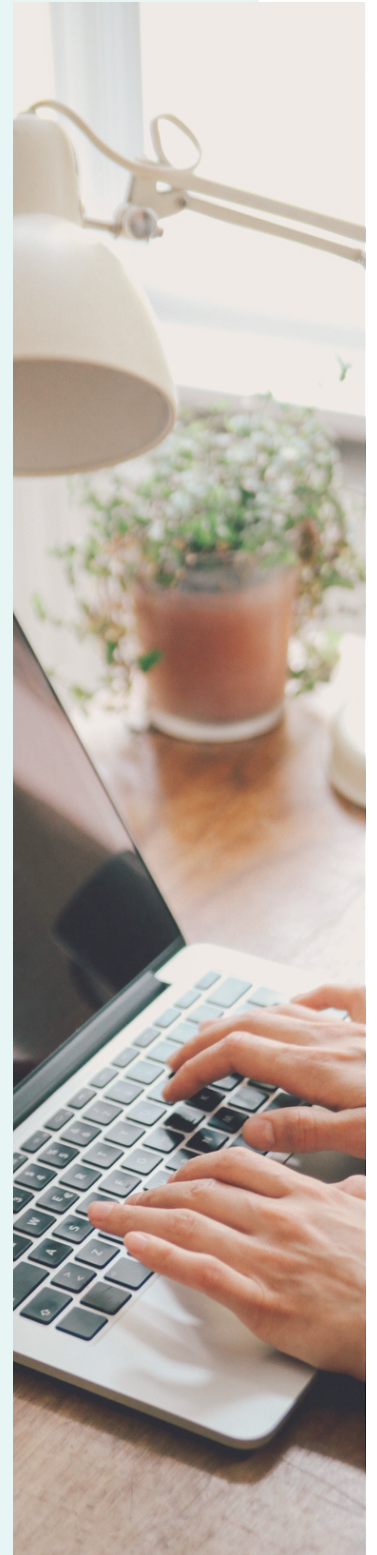
Would your business benefit from a weekly, monthly, or quarterly newsletter, but you don't have the time to come up with the content, nor manage your email list? A virtual assistant can manage this marketing tool for you, so you aren't missing out on communicating with your clients and leads.

## 7. Social Media Content Scheduling

Social media can be a slippery slope for some, but another necessary marketing tool for many businesses. Whether you have the content to provide for your social media platforms, or you want newly created branded content, a virtual assistant with social media experience can take this time-sucking vortex of a task off your plate.

## 8. Form/Document Editing & Formatting

Contracts, agreements, documents, oh my! Updating and revamping forms and documents is a necessary yet time-consuming task. Let a VA review and make those tweaks and changes before sending it off so you can get back to creating opportunities to make more contracts, agreements, and documents to send out.



## 9. Project Collaboration

Many solo entrepreneurs miss the benefit of collaborating with other individuals on projects they are thinking about or trying to outline. Whether it's playing devil's advocate, being a sounding board, working out how best to integrate something new within your business, a virtual assistant can work collaboratively with you to work out the kinks of your newest idea.

## 10. Invoicing

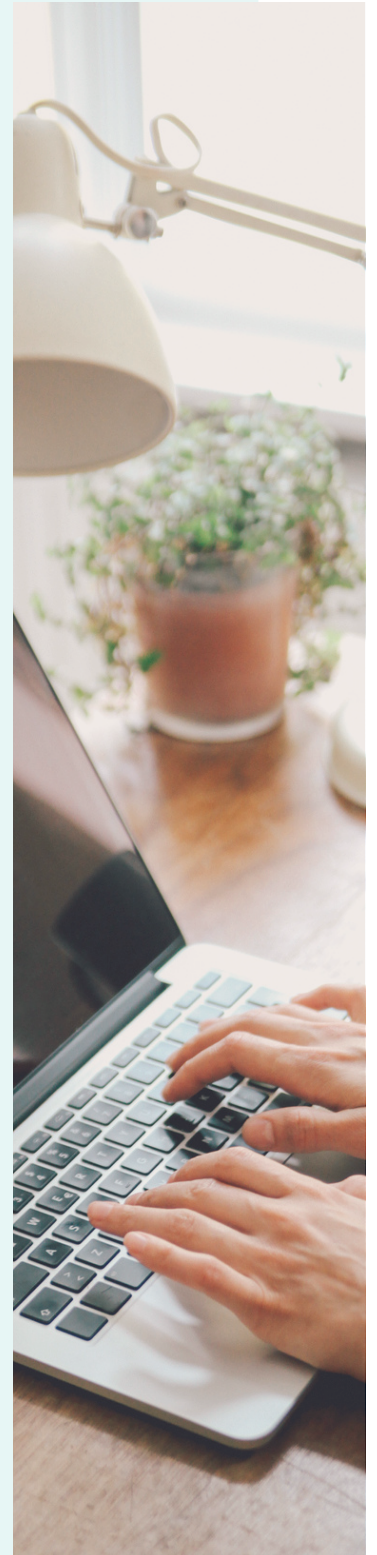
Invoicing is the lifeblood of any company! If you find yourself forgetting to invoice services in a timely manner, or having difficulty reaching out on past due invoices, a virtual assistant can take over this sometimes-uncomfortable task.

## 11. Online/Market Research

Business owners often need a comparison made for different management systems they're considering, where their pricing is compared to their competitors, how many companies offer certain services locally, etc. A virtual assistant can easily investigate and complete the legwork of online research, making the reviewing of the information much less time-consuming for you.

## 12. Digital File Organization

At some point, digital files can start looking a little scary and it slows production way down when you and your staff have to spend time trying to track down that document you created two weeks ago because it went into an obscure folder. You know what I'm talking about. A virtual assistant can take the time that you don't have to organize your digital files and scans, making your work time more productive.





## Objectives and Plans

While this list is just the tip of the iceberg on tasks VAs can complete for you, it should get you thinking about the general daily admin work you're currently spending your time on.

Is it overwhelming to consider all the work you have to delegate and where to start? The key is simple: start with something and build from there.

Also included is a worksheet you can complete to help determine what tasks would help your day-to-day the most.

## DELEGATION QUESTIONS TO ASK YOURSELF

- 1) The admin task(s) I dislike the most is:
  
  - 2) The admin task(s) that takes the most time to complete is:
  
  - 3) The admin task(s) I would like to implement in my business, but haven't had time to, would be:
  
  - 4) If I were to delegate admin tasks to a virtual assistant, it would free me up to do:
  
  - 5) The one thing that is holding me back from receiving virtual assistance is:
  
  - 6) One way to overcome this obstacle is to:
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“After only 4 months of working with my Virtual Cathy, I’m super pleased with the amount of support and organization she has brought to our work. Our EA has set us up on Quickbooks, taught the team how to use Toggl, organized lists, and OneDrive files, managed Calendly and more complex meeting scheduling, and done a beautiful job designing templates for external documents. She is accessible, responsive, and has a 100% positive attitude. I highly recommend Virtual Cathy!” -Valerie Conn, Founder of Future Science Now.



*Thank you!*



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VIRTUAL ASSISTING



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