PERSONAL TASK DELEGATION:

HOW A VA CAN SUPPORT **YOUR LIFE**

Created by Cathy Baillargeon, owner of

VIRTUAL cathy

Get Support Where You Need It Most!

VA support doesn't have to stop at work - it can **extend into everyday life**, too.

When you're running a business, managing a team, or juggling a packed schedule, the personal side of your to-do list often gets pushed to the back burner. From scheduling appointments and planning travel to buying gifts and managing errands - these tasks still need your attention, even when work is moving at full speed. **That's where personal task delegation comes in.**

At Virtual Cathy, we believe a VA should support you - not just your workplace. Whether you're looking for **more time, less stress**, or simply fewer browser tabs open, a VA can step in to handle the details that often slip through the cracks.

Check out the next page for a quick list of personal tasks you can hand off to your VA today!

Personal Task Delegation List (Fillable PDF)

TRAVEL PLANNING

Your VA can book flights, compare hotels, and organize your entire itinerary from start to finish.

- [ ] Flight & hotel research
- [ ] Booking & confirmations
- [ ] Itinerary creation

CALENDAR & APPOINTMENT MANAGEMENT

From doctor's visits to family dinners, your VA can keep your calendar in sync and stress-free.

- [ ] Scheduling personal appts and events
- [ ] Syncing calendars
- [ ] Reminder set up

GIFT SHOPPING & ONLINE ORDERS

Whether it's holiday gifts or something for yourself, your VA can take the lead on finding, ordering, and tracking it.

- [ ] Gift ideas & ordering
- [ ] Delivery tracking
- [ ] Return support

MEAL PLANNING

Prefer to cook at home but hate the prep? Your VA can help so you can skip straight to the fun part!

- [ ] New recipe research
- [ ] Weekly menu creation
- [ ] Grocery lists or delivery/pick up orders

EVENT COORDINATION

From casual get-togethers to full celebrations, your VA can handle the details while enjoy the moment.

- [ ] Vendor coordination & communication
- [ ] Guest list + RSVPs
- [ ] Playlist creation

OTHER IDEAS

- [ ] Filing or organizing digital docs
- [ ] Help with home services or utility coordination
- [ ] Research activities, classes or local service options
- [ ] Subscription clean-up or account organization

Ready to lighten your load?

Book a call at virtualcathy.com and let's talk about what support could look like for you!

hello@virtualcathy.com virtualcathy.com (877) 495-8363

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