

101 Tasks a VA can do to enhance your career

1. Email management
2. Calendar management
3. Meeting scheduling
4. Travel arrangements
5. Expense tracking and reimbursement
6. Invoicing and billing
7. Data entry and analysis
8. Research tasks
9. Internet research for specific topics
10. Market research
11. Social media management
12. Blog management and content creation
13. Content research and development
14. Video and audio editing
15. Graphic design
16. Copywriting and editing
17. Proofreading and fact-checking
18. Newsletter and email marketing campaign management
19. Event planning and coordination
20. Project management
21. Database management
22. File organization and archiving
23. Data analysis and reporting
24. Market trends analysis
25. Customer feedback analysis
26. Customer service and support
27. Chatbot management
28. Phone answering and receptionist services
29. Live chat support
30. Help desk and ticket management
31. Technical support
32. IT services and troubleshooting
33. Cybersecurity management
34. Cloud services management
35. Website hosting and server management
36. Domain name registration and management
37. Landing page creation and optimization
38. A/B testing and analytics
39. Branding and logo design

40. Reputation management
41. Online review monitoring and management
42. Market segmentation analysis
43. Product and service launches
44. Public relations management
45. Speech writing and transcription
46. Legal research and documentation
47. Virtual training and coaching
48. Virtual team management and leadership
49. Business process optimization
50. Standard operating procedure creation and updates
51. Business model analysis and optimization
52. Market expansion research and planning
53. Business partnerships and collaborations
54. Business proposal writing and pitching
55. Business plan writing and updates
56. Market entry strategy planning and execution
57. Competitive analysis and research
58. Business valuation and financial analysis
59. Mergers and acquisitions research and planning
60. Investor relations management
61. Performance reviews and evaluations
62. Time tracking and management
63. Appointment reminders
64. Task reminders
65. Phone call reminders
66. Text message reminders
67. Voice mail transcription
68. Conference call coordination and setup
69. Meeting notes and minutes
70. Document scanning and digitization
71. Document formatting and creation
72. Presentation creation and design
73. Spreadsheet creation and management
74. Document translation
75. Audio and video transcription
76. Podcast production and management
77. Audio and video editing
78. Music production and editing
79. Sound engineering
80. Voice-over recording and production
81. Resume writing and editing
82. Job posting and application management
83. Interview scheduling and coordination

84. Follow-up communication with hiring managers
85. New hire onboarding and orientation
86. Employee handbook creation and updates
87. Compensation analysis and management
88. Workplace safety training and monitoring
89. Virtual team building and collaboration
90. Personal task management and scheduling
91. Fitness and exercise program development and tracking
92. Nutrition and meal planning
93. Meditation and mindfulness coaching
94. Health and wellness coaching
95. Language translation and interpretation
96. Travel research and booking
97. Personal shopping and delivery coordination
98. Personal finance management
99. Family event planning and coordination
100. Home organization and decluttering
101. Personal coaching and mentoring