

FREE RESOURCE

180+ Tasks You Can Outsource to a Virtual Assistant

STOP DOING EVERYTHING YOURSELF

How to Use This List

You do not need to outsource everything. Start with the tasks that are repetitive, time-consuming, easy to document, or don't require your personal expertise as the business owner.

Pick 5–10 tasks, create a simple process for each, and delegate them to a capable virtual assistant. As your systems improve, you can hand off more and spend more time on strategy, clients, and the work only you can do.

WHERE TO START

Highlight the tasks you currently spend the most time on. Those are almost always the best place to start delegating first.

What this list covers

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TOTAL: 180 TASKS

Administrative & Office Support

- Manage and organize inboxes
- Flag urgent and high-priority emails
- Draft routine email responses
- Create and maintain email templates
- Organize digital folders and files
- Rename and standardize file names
- Convert files between common formats
- Create meeting agendas
- Take meeting notes
- Turn meeting notes into action items
- Maintain task lists
- Update team calendars
- Schedule appointments
- Send appointment confirmations
- Prepare simple reports
- Update spreadsheets
- Enter and clean data
- Research information online
- Create checklists and SOPs
- Coordinate routine administrative follow-ups

DELEGATION NOTE

Start with tasks that have a repeatable process. Create a short SOP, provide examples, define the expected result, and set a deadline.

Calendar & Scheduling

- Manage personal and business calendars
- Schedule client consultations
- Reschedule conflicting appointments
- Send calendar invitations
- Confirm meetings with attendees
- Prepare daily schedules
- Prepare weekly schedule summaries
- Coordinate meetings across time zones
- Add travel buffers to calendars
- Track recurring appointments
- Set reminders and follow-ups
- Maintain booking links

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Customer & Client Support

- Respond to routine customer emails
- Answer common customer questions using approved information
- Monitor customer support inboxes
- Categorize support requests
- Create support tickets
- Update customer records
- Follow up on unanswered customer requests
- Send onboarding information
- Send appointment reminders
- Collect customer feedback
- Maintain FAQ documents
- Escalate issues that require the owner's attention
- Track client deliverables
- Send routine client status updates

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Social Media Management

- Create social media content calendars
- Schedule posts
- Write captions from provided ideas
- Repurpose existing content
- Create simple Canva graphics
- Resize graphics for different platforms
- Organize social media assets
- Research relevant hashtags
- Research content ideas
- Collect trending topic ideas
- Monitor comments
- Flag important comments for review
- Monitor direct messages
- Prepare weekly social media reports
- Track basic engagement metrics
- Upload short-form videos
- Add captions to short videos
- Create simple social media thumbnails

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Content & Marketing Support

- Format blog posts
- Upload blog posts to a website
- Proofread basic marketing copy
- Format newsletters
- Schedule email newsletters
- Build simple email campaigns from approved copy
- Maintain email marketing lists
- Clean duplicate contacts
- Tag and segment contacts
- Research competitors
- Research potential partnerships
- Build marketing research spreadsheets
- Collect customer testimonials
- Organize testimonials
- Prepare promotional checklists
- Create lead magnet PDFs from approved content
- Update website text and images

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Lead Generation & Sales Support

- Research potential leads
- Build prospect lists
- Find business contact information from public sources
- Qualify leads using defined criteria
- Enter leads into a CRM
- Update CRM records
- Tag and categorize leads
- Track sales pipeline stages
- Prepare lead follow-up lists
- Send approved outreach messages
- Schedule discovery calls
- Send follow-up reminders
- Research potential clients on LinkedIn
- Prepare basic prospect research briefs
- Track outreach activity
- Create weekly pipeline reports

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CRM & Business Operations

- Maintain CRM databases
- Update contact information
- Merge duplicate records
- Create CRM tags and categories
- Update deal stages
- Log client interactions
- Create recurring CRM tasks
- Build simple CRM views
- Audit incomplete records
- Create operations checklists
- Maintain SOP libraries
- Organize team documentation
- Track recurring business tasks
- Maintain project dashboards

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E-commerce & Online Store Support

- Add products to an online store
- Update product descriptions
- Update product images
- Organize product categories
- Update inventory records
- Check product listings for errors
- Prepare order tracking spreadsheets
- Send approved order updates
- Organize customer reviews
- Update promotional banners
- Create basic product comparison sheets
- Research competitor products and pricing
- Prepare weekly store reports

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Research, Data & Reporting

- Compile online research
- Create research summaries
- Build comparison tables
- Collect pricing information
- Collect competitor information
- Organize survey responses
- Clean spreadsheet data
- Remove duplicate spreadsheet entries
- Standardize spreadsheet formatting
- Create simple charts and summaries
- Track key business metrics
- Prepare weekly KPI reports
- Maintain research databases
- Create data-entry templates

DELEGATION NOTE

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Travel & Personal Assistance

- Research flights
- Compare hotel options
- Research restaurants
- Build travel itineraries
- Organize travel confirmations
- Create packing checklists
- Research activities and attractions
- Prepare travel budget spreadsheets
- Track loyalty-program information
- Research local transportation options
- Manage personal appointment calendars
- Create household task lists
- Research gifts and purchase options
- Create event planning checklists

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Project & Team Coordination

- Create project task lists
- Assign tasks based on instructions
- Update project statuses
- Track deadlines
- Send deadline reminders
- Prepare project status reports
- Organize project files
- Maintain Asana, ClickUp, Trello, or similar boards
- Create recurring project tasks
- Coordinate routine handoffs
- Collect updates from team members
- Prepare meeting follow-up notes
- Track outstanding action items
- Maintain project documentation

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AI & Automation Support

- Create reusable AI prompts
- Organize prompt libraries
- Use AI to draft routine content
- Use AI to summarize meetings or documents
- Create AI-assisted research workflows
- Build simple no-code automations
- Maintain Zapier or n8n workflows
- Test automations after updates
- Monitor automation errors
- Document automation workflows
- Create automated lead notifications
- Create automated follow-up reminders
- Connect routine business apps
- Prepare automation opportunity lists

DELEGATION NOTE

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Ready to Get Your Time Back?

Choose a few tasks from this list and delegate them first. As your systems improve, you can hand off more and spend more time on strategy, clients, sales, and the work only you can do.

Your next 3 steps

- Circle your 5 most time-consuming tasks
- Write down the result you expect for each task
- Delegate one task this week, and improve the process as you go

Need help putting this into action?

I'm a Top Rated freelance Virtual Assistant, Project Coordinator, and automation builder based in Toronto, with a 100% client satisfaction record. I help business owners delegate exactly these kinds of tasks, and build the systems and AI-powered automations that keep them running without manual effort.

See real work and get in touch: workwithdilshika.com