

25 THINGS

You Can Delegate to an Assistant Today

Delegation is one of the most effective tools in a leader's toolkit. It empowers your team and frees you up to focus on what matters most for your business.



Here are 25 tasks you can immediately delegate to a BELAY Virtual Assistant and get back to what **only you** can do.

1 Calendar & Schedule Management

2 Email Management

3 Booking Travel (Business & Personal)

4 Meeting Preparation, Notes & Follow-Up

5 Event Planning & Coordination

6 Managing Online Registration for Events

7 Gathering Data & Research from Your Industry

8 Project Management & Coordination

9 Returning Calls & Voicemails

10 Editing & Proofreading Documents

11 Reading Documents or Articles and Summarizing Relevant Content

12 CRM Management & Updating

13 Light Bookkeeping & Running Financial Reports

14 Tracking Expenses & Invoicing

15 Data Analysis

16 Vendor Management & Research

17 Purchasing Client & Staff Appreciation Gifts

18 Handling Minor Customer Service Concerns

19 Scheduling Social Media Posts

20 Organizing Marketing Content

21 Distributing eNewsletters, Blogs & eBlasts

22 Responding to Social Media Comments & Messages

23 Moderating Online Forums

24 Online Advertising Reporting

25 Making Personal Appointments