

26

THINGS TO

STOP DOING IN

2026

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Imagine what 2026 could look like if you had the time and focus to chase the goals that really move the needle.

All those to-do lists from 2025? They were full (maybe even overflowing), but how much of that work actually pushed you closer to your biggest wins?

What if this year, instead of doing more, you focused on doing what matters most?

Because the truth is, every hour you spend on busywork is one you could be spending growing your organization, deepening relationships, or planning what's next.

Your potential in 2026 isn't about doing everything. It's about doing the right things and trusting someone else with the rest.

HERE ARE 26 THINGS YOU SHOULD STOP DOING – AND START DELEGATING – IN 2026.

Personal Productivity



Stop Managing Your Inbox

Emails can be overwhelming. A BELAY Virtual Assistant can sort, prioritize, and respond to messages, ensuring you only see what's important.



Stop Managing Your Bills

Free yourself from the stress of remembering deadlines and let an expert handle recurring bills and payments.



Stop Booking Your Own Travel

Flights, hotels, and rental cars can be time-consuming to coordinate. A VA can ensure you're ready to go without a second thought.



Stop Coordinating Events

Whether it's scheduling meetings or planning a large-scale event, delegating ensures seamless execution without you juggling all the details.



Stop Managing Your Calendar

Hand off the scheduling conflicts and reminders to a VA who can prioritize your time for what matters most.



Stop Conducting Preliminary Interviews

Delegate the early steps of hiring to narrow the candidate pool without sacrificing hours of your day.



Stop Taking Notes During Meetings

Be fully present instead of distracted. A BELAY Assistant can attend calls, capture key takeaways, and document action items so nothing slips through the cracks.



Stop Updating Your Software

Keeping software updated across devices and platforms is essential for security and performance, but it can be time-consuming and frustrating. A tech-savvy assistant can manage updates, troubleshoot issues, and ensure everything runs smoothly without interruptions.

Routine Business Tasks



Stop Managing Your Vendor Listing

Keeping up with vendors and suppliers is tedious work. Outsourcing ensures everything stays organized.



Stop Running Your Monthly And Annual Reports

Data is critical, but analyzing it takes time. Let an expert compile and summarize it for you.



Stop Fielding Minor Customer Service Concerns

A trained assistant can handle FAQs and minor issues, keeping customers happy while saving you time.

Money & Accounting Tasks



Stop Monitoring Your Bookkeeping

Daily financial tracking doesn't have to rest on your shoulders. A dedicated expert can take over.



Stop Reconciling Your Accounts And Credit Cards

Spend your time growing revenue instead of balancing spreadsheets.



Stop Processing Invoices And Payroll

Delegating payroll and billing to a virtual BELAY Accounting Professional ensures timeliness and accuracy.



Stop Compiling Expense Reports

No more hours spent scanning receipts and filling out forms. An expert can streamline the process.



Stop Monitoring Productivity And/ Or Profitability Reports

Let someone else analyze the numbers so you can focus on strategy and growth.



Stop Handling Your Taxes, Including E-Filing And 1099 Preparation

Taxes are complicated. An expert can ensure compliance and accuracy while saving you headaches.



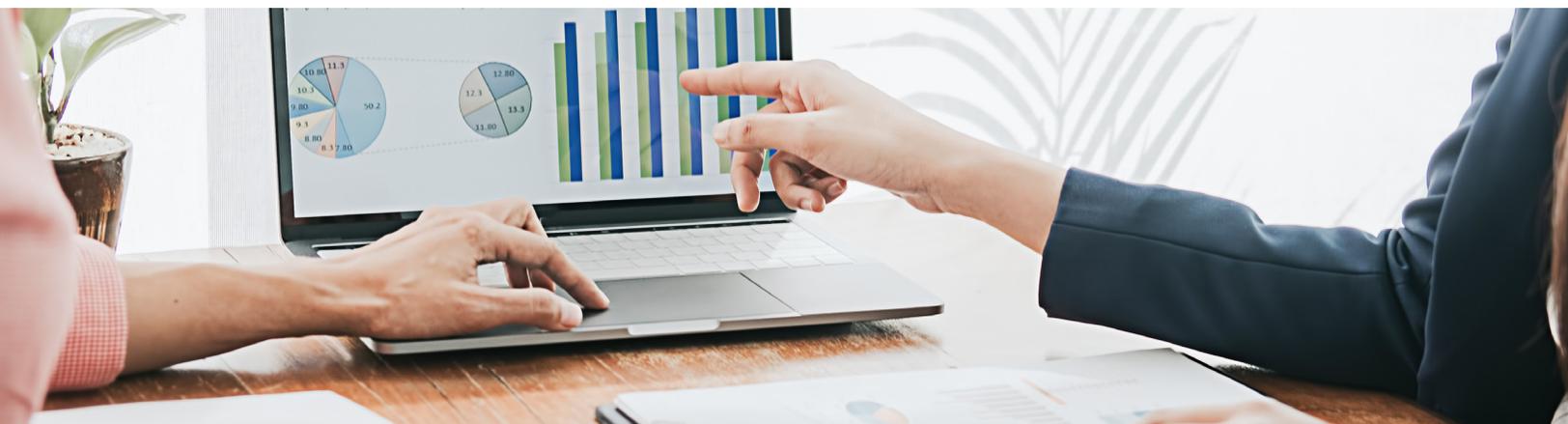
Stop Analyzing Your Cash Flow And Budget Performance

Hire someone to review your financial performance and help you make informed decisions.



Stop Generating And Updating Your Annual Budget

Leave this critical task to someone with financial expertise so you can focus on the bigger picture.



Marketing & Sales Tasks



Stop Managing Your Social Accounts

Keeping your social media accounts active and engaging requires consistent attention. A BELAY Marketing Assistant can create posts, respond to comments, and monitor activity so your brand stays visible and connected to your audience without you needing to be online all day.



Stop Analyzing Social Media Engagement And Trends

A BELAY Marketing Assistant can track and report the data, ensuring you stay ahead of trends without drowning in numbers.



Stop Drafting eNewsletters, Blogs, and eBlasts

Content creation is critical but time-intensive. Let an expert handle the writing and scheduling.



Stop Gathering Relevant Data From Your Industry

Competitor research and market insights take time. Delegate the heavy lifting.



Stop Generating And Responding To Social Media Posts

Consistent engagement is key to growth, but it doesn't have to consume your day. Outsource your posts and responses.



Stop Uploading Resources And Advertisements

Updating platforms and uploading files can easily be handled by a marketing professional.



Stop Managing Your Marketing Funnel

A BELAY Marketing Assistant can nurture leads, update CRM tools, and streamline your funnel processes, helping convert prospects into loyal clients without you getting bogged down in the details.

YOUR 2026 STARTS HERE

Your time is limited, but your to-do list doesn't have to be.

By delegating these 26 tasks to BELAY's exceptional U.S.-based professionals, you can focus on what you do best — growing your organization, leading your team, and achieving your goals.

Make 2026 the year you finally stop juggling and start thriving.

[SCHEDULE A CALL WITH BELAY TODAY](#)