

# 30 Things A BELAY EA Can Do For You

Delegation is one of the most effective tools in a leader's tool kit because it empowers your team and helps you grow your business.

Need a place to start? Here's a list of commonly delegated tasks that you can hand over today!

## Administrative

- Calendar Schedule Management
- Email Management
- Travel Coordination
- Meeting Confirmation, Preparation & Notes
- Project Assistance, Research & Reporting
- Event Planning & Coordination
- Employee Candidate Pre-Screening & Interviews
- Return Calls & Voicemails

## Financial

- Enter Budgets & Expenses
- Enter Accounts Payable & Receivable Transactions
- Compile & Submit Expense Reports
- Monthly Bank Account Reconciliations
- Add Accounts To The Chart Of Accounts
- Enter Month-End Journal Entries

## Personal

- Gift Purchases
- Send Personal Cards
- Set Personal Appointments
- Vendor Research
- Vacation Planning

## Social Media, Content & Marketing

- Schedule Pre-written & Pre-approved Social Media Content
- Compile Free Or Licensed Stock Photos
- Manage Content Calendar & Library
- Report Generation
- Create & Send Out Newsletter, Blogs & eBlasts
- Responding To Social Media Posts

## Client, Sales & Operational Support

- Client Intake
- CRM Management and Updating
- Industry Research
- Report Generation
- Data Analysis
- Project Management Assistance

Now you know what an EA can do, but knowing what can't they do is just as important.

Here are all the things your BELAY EA may not do for you so you can get back to what only you can do: growing your organization!

- Cold Calls & Sales
- Reception
- Accounting (though some BELAY Assistants have basic bookkeeping skills)
- Website Development, Coding, or Design
- SEO/SEM/High-Level Marketing and/or Graphic Creation
- Legal Advice, Council or Document Prep
- IT
- Human Resources & People/Team Management



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