

25 Projects That Can Be Accomplished In One Hour

What may take you hours to complete because of all the distractions and necessary projects that have to be done, a virtual assistant can get done in an hour or so.



1. Phone a minimum of 12 clients for a specific project.
2. Mail merge 50 letters including stuffing and mailing.
3. Create a viable prospect list of 25-30 contacts.
4. Create an Email campaign.
5. Data Entry of a minimum of 75 contacts in an Excel spreadsheet.
6. Create correspondence for a client or prospect.
7. Edit and proof a minimum of a five page report.
8. Setup the process for an ezine or newsletter.
9. Update web site content.
10. Transcribe a half hour of audio.
11. Research for a specific project.
12. Type handwritten notes.
13. Make edits to 1-5 web pages (depending on # of changes).
14. Submit a press release to 5 sites.
15. Submit an article to 5 sites.
16. Do follow-up research on a client, prospect, applicant, or competitor.
17. Convert document files to PDF format.
18. Build a custom spreadsheet.
19. Proofread a narrative of up to five pages.
20. Edit and proof copy for five Web pages.
21. Make calls to confirm your appointments, engagements, or reservations.
22. Copy edit and proofread a brochure.
23. Stuff, seal, label, and stamp a bulk mailing of 50 letters.
24. Create PDF's for numerous company documents, whitepapers, charts
25. Research best price/features for a needed service, technology, or item.

This is a sampling of what a virtual assistant can do and serves as a guideline only.