



# 80 Tasks

You DON'T  
have to do  
**ALONE**

## A Checklist of Things Your Virtual Assistant Can Do for You

So, you're thinking about hiring a virtual assistant (VA). First of all, great move! Say hello to time freedom real soon!

Now, you're not sure what tasks to give your VA? No worries!

A list of services would save you time and give you valuable options, so here are 80+ ways your VA can free up huge chunks of your time.

In a world where it has become so easy to outsource tasks, some rules no longer hold true. You can forget that there are only 24 hours a day, that there are only 7 days a week. You can multiply the time on your hands by having a VA team to help with your tasks.

You can finally have your time back. Spend it however you like! Get more sleep, spend time with your family, or get back to your self-care routine.



8point8 will take care of the rest.



# Content Writing

- Write social media captions (Instagram, Facebook, LinkedIn, and more!)
- Repurpose your long form content into social media contents
- Write your monthly or weekly blog articles
- Write copy for your sales page (Course Launches, Webinar, Events, etc.)
- Write copy for your opt-in page
- Write content for your lead magnets
- Write content for an ebook
- Write email campaigns
- Write template emails for clients and customers
- Write monthly newsletters
- Ghostwrite all types of content
- Write podcast show notes for your weekly episodes
- Create copy for your slide decks / pitch decks
- Generate audio/video transcripts and edit them
- Create online course worksheets
- Build your content style guide (target audience/readers, language, formatting, tone, and vocabulary)



# Graphic Design

- Design social media graphics (IG Grid, IG Stories, FB Posts, etc.)
- Design branded social media banners, cover photos, and images
- Design your brand logo
- Build your brand style guide (logo, brand colors, design elements, and fonts)
- Create electronic Press Kits or Speaker One-Sheet Design
- Create educational infographics
- Create branded spreadsheets
- Create client testimonial graphics
- Create instructional ebooks
- Design online course worksheets, student guide, handouts, webinar factsheets, etc.
- Create lead magnet PDF
- Create promotional email campaign graphics
- Design podcast thumbnails
- Create podcast animated audiograms
- Create podcast prelaunch and postlaunch promo graphics
- Source photos for blog posts and ebooks
- Design printables to promote your business



## Facebook Group Management

- Perform gate keeper duties (approve member requests)
- Moderate activities in the community (boot out spammers)
- Schedule daily prompt posts
- Respond to comments with your pre-approved script
- Respond to messages and inquiries with your pre-approved script



## Social Media Support Services

- Open social media accounts
- Create content for captions or posts (Instagram, Facebook, LinkedIn, etc.)
- Create pins for Pinterest
- Design quote images
- Schedule posts using Facebook Creator Studio or your current scheduling app
- Create and edit Instagram stories
- Create social media polls
- Do hashtag research



## Blog Writing

- Writing weekly or monthly blog articles
- Designing featured images for blogs
- Scheduling blogs to publish at your preferred time
- Building an article topic list that you can pick from



## Online Course Management

- Prepare or edit instructional videos to have your branding elements
- Create worksheets, journal posts, workbooks, course guides, habit trackers, etc.
- Prepare webinar presentations or slide decks
- Build web pages and sales pages for promotion
- Build opt-in pages/lead capture pages for offers
- Set-up pipelines
- Create and schedule email campaigns or sequences
- Prepare intake forms for applicants/members



## Online Course Materials

- Prepare or edit instructional videos to have your branding elements
- Create worksheets, journal posts, workbooks, course guides, habit trackers, etc.
- Prepare webinar presentations or slide deck
- Create printable PDF
- Create training guides



## Podcast Editing & Production

- Edit audio file (remove long pauses, glitches, static, trim out parts specified by you)
- Stitch the full podcast episode together with the intro and outro with theme music
- Upload episodes to your podcast hosting site (Libsyn, Podbean, Spreaker, etc.)



## *Basic Video Editing*

- Creating Subtitled Promotional Videos (Maximum length of 10 minutes)
- Repurposing long videos into short clips with subtitles that you can post on IG or FB
- Editing your intro video or speaker reel
- Creating animated audiograms to promote your podcast on social media
- Creating animated graphics video for 15-second IG Stories



## *Email Campaign & Landing Page Creation*

We can work with Mail Chimp, Active Campaign, Kajabi & Convertkit.

- Build landing pages and sales pages
- Build opt-in pages/lead capture pages
- Set-up pipelines
- Create and schedule email campaigns or sequences
- Create welcome emails
- Create client on-boarding emails
- Create birthday emails
- Create holiday email campaigns
- Create weekly newsletters

# what's next?

Now, you switch from a to-do list to a to-delegate list. The possibilities of what you can delegate will blow your mind. From turning your thoughts to its written form to creating your brand's visual elements.

If you're still not sure about what you can outsource or if you cannot find what you need in the list, head to our website to book a discovery call.

Let's talk!



**Visit our website**  
[www.8point8.net](http://www.8point8.net)



**Schedule a Zoom Call**  
[www.calendly.com/8point8](http://www.calendly.com/8point8)