

TOP 12 TASKS

TO DELEGATE TO YOUR
REMOTE PROFESSIONAL



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Delegate These 12 Tasks

AND HAVE A GREAT START TO THE YEAR

Some of the most successful business people in the world have remarked that the most valuable commodity in the world is **time**. Nearly everything in the world can be bought for a certain price, but not time. Given that this is the case, the best thing you can do as a firm, or business owner is to delegate tasks to maximize your time as much as you possibly can.

These are the **Top 12 Tasks** you should start delegating to a **Virtual Assistant (VA)**. By doing so you will save as much as 20 hours per week in your business.



Personal Calendar Management

It will be your VA's duty to manage your personal calendar and keep you on track. The VA will make sure you don't miss meetings, appointments, and important deadlines by reminding you of your schedule. Having an organized calendar will also help the VA keep track of your activities so they can make changes if necessary.



Follow-up With Clients

People will feel more connected to your business when you add a personal touch to your communications. In addition, it is important to make lasting impressions on your clients. Despite the quality of the services you provide, clients tend to forget vendors who are not in contact regularly.



Intake Overflow

If you want to increase revenue for your firm, it's critical to have a live person answer the phone when potential clients call the office. People seeking legal help expect to reach a helpful, empathetic person, no matter when they call. The VA gets the information from the client and passes it along to whomever you designate as the contact person. Overflow coverage combats this problem by ensuring calls never go unanswered.



Basic Legal Draftings

The VA will help draft contracts using the details you will provide. They should also make sure that the contract can be clearly understood so both parties will be comfortable signing it.



E-FILING

The files should be accessible from any device so you can take a look whenever and wherever you are. The VA should also show you the ins-and-outs of the filing system in case your assistant is unavailable.



Social Media Management

Customers often look to Social Media accounts for help answering questions about your services, and if no one is there to answer those questions, their impressions may be negatively affected. The VA will be responsible for curating your firm's social channels. This includes monitoring, posting, filtering and measuring the Social Media presence of your firm.



CRM Management

When we talk about Customer Relationship Manager (CRM), we refer to your CRM system, the tool used for contact management, sales management, and more. The role of a VA in this case is to improve business relationships to grow your business. The VA will help you manage customer relationships across the entire customer lifecycle, at every Marketing, Sales, and Customer Service interaction.



Client Gifts and Reward

The role of the VA is to show your appreciation by planning and executing customer loyalty incentive programs. Whether it's Christmas, a birthday, as recognition or a thank you, or any other kind of celebration or occasion, giving gifts to clients is a common and important part of building good business relationships.



Email Management

Take a look at your unread emails. Chances are there are a lot of them. According to Adobe, a white-collar worker spends about 4 hours each day sorting through their work email. That's 4 hours you could have used doing more important tasks. A VA will go through your work emails and notify you of important correspondence. In addition, the VA is tasked with keeping all the files organized.



Legal Calendar Management

It will be your VA's duty to manage your legal calendar and keep you on track. The VA will make sure you don't miss court meetings, client appointments, and important deadlines by reminding you of your professional schedule.



Content Creation

The content posted on your Social Media platforms serves one purpose, to connect with your audience. The role of a VA is to write and create different content pieces for your firm's digital media. This includes writing blog posts, articles, eBooks, Social Media posts as well as content for your website.



Graphic Design

A VA has a sharp eye for detail, whose main goal will be to create impactful designs that capture and promote your firm's identity. In addition, the VA will be able to understand project requirements and ideas, pitch creative concepts, and use Graphic Design Softwares to produce memorable designs.



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