

2026 TOP 100 IN-DEMAND VIRTUAL ASSISTANT TASKS

A quick guide to knowing what to delegate to a virtual team

A woman with long brown hair, wearing a bright pink sleeveless top and a black skirt, stands to the right of a whiteboard. She is smiling and gesturing with her hands towards the whiteboard. The whiteboard has the text "100 TASKS YOU CAN DELEGATE TO YOUR VA!!!" written on it in a casual, hand-drawn style.

100 TASKS
YOU CAN DELEGATE
TO YOUR VA!!!

The 2025 Top 100 In-Demand Virtual Assistant Tasks is your ultimate roadmap to delegation success. We conducted a survey and gathered all of the in-demand tasks from our in-house clients and compiled it so here it is!

These are insights from REAL CEOs and Business Owners so these should work for you too!



ADMIN TASKS

File and Document Management

1. Organising and maintaining physical and digital filing systems.
2. Filing and organising digital files.
3. Handling data entry to maintain accurate records.
4. Preparing and proofreading documents.
5. Creating and updating process manuals.
6. Developing and maintaining internal forms and templates.
7. Reviewing and standardising document formatting.
8. Archiving documents per company policies.
9. Setting up document signing workflows.
10. Organising backup schedules for critical files.
11. Maintaining internal FAQs or knowledge bases.

Scheduling and Calendar Management

12. Managing office schedules and calendars.
13. Scheduling appointments.
14. Preparing meeting agendas and minutes.
15. Sending reminders for deadlines or important events.
16. Coordinating travel arrangements.
17. Preparing travel itineraries for staff or executives.
18. Scheduling regular equipment or software audits.
19. Coordinating staff training sessions or workshops.
20. Organising webinars or virtual events.
21. Managing the calendar.

Event and Meeting Coordination

22. Assisting with event planning and logistics.
23. Booking and managing conference rooms.
24. Organising business events and meetings.
25. Organising internal team-building activities.

26. Organising internal team-building activities.
27. Coordinating off-site or remote work arrangements.

Communication and Correspondence

28. Screening and directing phone calls.
29. Organising and managing email inbox.
30. Monitoring and responding to office emails promptly.
31. Writing business correspondence.
32. Creating and distributing internal newsletters.
33. Coordinating team communication and announcements.
34. Managing internal communication tools like Slack or Teams.
35. Drafting thank-you notes or responses for key communications.
36. Acting as a liaison between departments.

Client and Customer Support

37. Responding to customer inquiries.
38. Assisting with customer service emails and calls.
39. Managing CRM system and client information.
40. Organising and maintaining client files.
41. Assisting with CRM updates and clean-up.
42. Preparing FAQs for external clients or customers.

Human Resources Support

43. Assisting with onboarding new employees.
44. Updating organisational charts and structure.
45. Maintaining updated employee directories.
46. Tracking and reporting staff attendance.
47. Reviewing and approving timesheets for payroll.
48. Assisting with payroll processing.
49. Updating employee benefits information.
50. Coordinating employee wellness activities.

Financial Administration

- 51. Preparing expense reports for management.
- 52. Processing return or refund requests for company purchases.
- 53. Managing and renewing service contracts.
- 54. Creating and sending invoices.
- 55. Tracking payments and following up on unpaid invoices.

Office Management

- 56. Tracking and ordering office supplies.
- 57. Overseeing office equipment maintenance and troubleshooting.
- 58. Ensuring office cleanliness and tidiness.
- 59. Managing online subscriptions and software licenses.
- 60. Coordinating courier and delivery services.

Technology Support

- 61. Coordinating with IT for tech setup and troubleshooting.
- 62. Troubleshooting minor tech issues like printer jams.
- 63. Supporting the roll-out of new software or tools.
- 64. Managing cloud storage accounts and permissions.
- 65. Updating and organising SharePoint or intranet platforms.

Data and Reporting

- 66. Creating and maintaining spreadsheets.
- 67. Generating reports for departmental performance.
- 68. Preparing business presentations.
- 69. Creating visual aids like charts and graphs.
- 70. Creating visual dashboards for tracking.

Miscellaneous Tasks

- 71. Collecting and consolidating feedback from staff or clients.
- 72. Organising team recognition initiatives.
- 73. Assisting with public relations documentation.
- 74. Preparing team workload assessments.
- 75. Conducting satisfaction surveys for vendor services.

Finance and Invoicing Tasks

Expense Management

- 76. Tracking daily expenses.
- 77. Managing petty cash.
- 78. Monitoring account balances.
- 79. Setting up automatic bill payments.
- 80. Monitoring cash flow.

Reconciliation and Recordkeeping

- 81. Reconciling bank statements.
- 82. Organising financial records.
- 83. Reconciling invoicing records.

Financial Reporting and Analysis

- 84. Creating financial reports.
- 85. Preparing profit and loss statements.
- 86. Conducting cost analyses.
- 87. Generating invoice reports for management.
- 88. Setting up financial dashboards.

Budgeting and Planning

- 89. Budget planning and forecasting.
- 90. Managing investment portfolios.

Tax and Audit Support

- 91. Assisting with tax preparation.
- 92. Preparing for financial audits.
- 93. Researching financial regulations.
- 94. Reviewing and updating financial policies.

Invoicing Management

- 95. Creating invoices for clients.
- 96. Sending invoices via email or online systems.
- 97. Preparing recurring invoices.
- 98. Verifying invoice details before sending.
- 99. Setting up payment reminders.
- 100. Organising invoice files digitally.

**We said we'd only give you
100 tasks**

CONTINUE TO GET MORE



MARKETING

Social Media Marketing Tasks

Strategy and Planning

- 101. Developing a social media strategy.
- 102. Creating social media content calendars.
- 103. Researching trends for content creation.
- 104. Organising social media campaigns.
- 105. Developing hashtags for social media.

Content Creation

- 106. Writing social media captions.
- 107. Designing graphics for social media posts.
- 108. Creating Instagram Stories and Highlights.
- 109. Creating polls and interactive content.
- 110. Running contests and giveaways.

Account and Community Management

- 111. Managing social media accounts (Facebook, Instagram, etc.).
- 112. Managing social media communities.
- 113. Responding to messages on social media platforms.
- 114. Engaging with followers and responding to comments.
- 115. Influencer outreach and collaboration.

Posting and Scheduling

- 116. Scheduling social media posts.
- 117. Running social media ads.

Monitoring and Analytics

- 118. Monitoring social media analytics.
- 119. Tracking social media ROI.
- 120. Conducting social media audits.

Podcast Marketing Tasks

Planning and Preparation

- 121. Researching podcast guest ideas.
- 122. Reaching out to potential podcast guests.
- 123. Conducting podcast guest interviews.

Podcast Content Creation

- 124. Writing show notes for episodes.
- 125. Editing podcast audio.
- 126. Creating podcast episode graphics.
- 127. Creating podcast transcriptions.

Distribution and Scheduling

- 128. Scheduling podcast episodes.
- 129. Managing podcast distribution (Spotify, Apple, etc.).

Promotion and Engagement

- 130. Promoting podcast episodes on social media.
- 131. Running paid ads to promote podcasts.
- 132. Engaging with podcast listeners.
- 133. Conducting podcast episode polls or surveys.

Analytics and Feedback

- 134. Tracking podcast analytics and metrics.
- 135. Gathering listener feedback and reviews.

**WAN'T SOMETHING
SPECIFIC FOR YOUR
BUSINESS?**

[LET'S CHAT!](#)

MARKETING

Email Marketing Tasks

Email Design and Content Creation

- 136. Designing email templates.
- 137. Writing email campaign content.
- 138. Designing email graphics and visuals.
- 139. Creating and managing newsletters.
- 140. Writing thank-you emails for subscribers.

List Management

- 141. Segmenting email lists.
- 142. Managing subscriber opt-ins and opt-outs.
- 143. Managing email list hygiene.
- 144. Conducting email list-building campaigns.

Automation and Scheduling

- 145. Automating email campaigns.
- 146. Setting up welcome email sequences.
- 147. Running email drip campaigns.
- 148. Scheduling and sending emails.

Performance Analysis

- 149. Analysing email campaign performance.
- 150. Tracking open rates, click-through rates, and conversions.
- 151. A/B testing subject lines and content.

Follow-Up and Personalisation

- 152. Sending follow-up emails after sales or webinars.
- 153. Personalising email content for subscribers.

YouTube Marketing Tasks

Channel Setup and Optimisation

- 154. Creating and optimising YouTube channels.
- 155. Updating channel art and branding.
- 156. Managing YouTube channel settings.
- 157. Ensuring compliance with YouTube policies.

YT Content Planning and Creation

- 158. Researching keywords for video titles.
- 159. Writing video descriptions.
- 160. Crafting click-worthy video titles.
- 161. Writing scripts or narration notes for YouTube videos.
- 162. Creating custom intros or outros for videos.
- 163. Editing YouTube videos.
- 164. Designing thumbnails for videos.

YT Publishing and Scheduling

- 165. Scheduling and publishing videos.
- 166. Creating playlists for content organisation.

YT Engagement and Community Management

- 167. Managing YouTube comments.
- 168. Responding to viewer questions.
- 169. Engaging with subscribers.
- 170. Collaborating with influencers or guest creators.

YT Analytics and Performance Tracking

- 171. Monitoring YouTube analytics.
- 172. Tracking video performance metrics.
- 173. Conducting A/B testing for thumbnails and titles.
- 174. Conducting YouTube channel audits.
- 175. Tracking competitor YouTube strategies.

MARKETING

Cold Calling Tasks

Preparation

- 176. Compiling lists of leads for cold calling.
- 177. Researching potential clients before calls.
- 178. Preparing cold call scripts.
- 179. Training on cold calling techniques.
- 180. Testing new call scripts for effectiveness.

Execution

- 181. Making cold calls to potential clients.
- 182. Handling objections effectively during calls.
- 183. Building rapport with prospects during calls.

Follow-Up

- 184. Following up on missed calls or voicemails.
- 185. Scheduling follow-up calls.
- 186. Sending follow-up emails after calls.

Data Management

- 187. Logging call outcomes in a CRM system.
- 188. Updating the CRM with new information from calls.
- 189. Segmenting leads based on responses.

Analysis and Reporting

- 190. Documenting feedback and objections from calls.
- 191. Tracking call performance metrics.
- 192. Preparing daily call reports.
- 193. Recording calls for quality assurance.

Events Management Tasks

Event Creation and Setup

- 194. Create event on Facebook.
- 195. Create event in Eventbrite.
- 196. Create event on Meetup.
- 197. Create an event on LinkedIn.

Promotion and Marketing

- 198. Write promotional post descriptions.
- 199. Promote the event on Facebook.
- 200. Send promotional emails.
- 201. Send reminder emails.
- 202. Send private message invites to leads.

Registration and Ticketing

- 203. Update and close ticket availability.
- 204. Update registration lists.

Logistics and Planning

- 205. Arrange event logistics (venue, equipment, etc.).
- 206. Create event schedules and timelines.

Post-Event Activities

- 207. Create post-event recaps and content.
- 208. Collect event feedback and surveys.

Virtual Event Management

- 209. Manage virtual event platforms.

Partnerships and Collaboration

- 210. Manage event partnerships.

CAN'T FIND WHAT YOU NEED?

[LET'S CHAT!](#)

READY TO SAVE TIME AND DELEGATE?

If you're ready to take the first step down the road to becoming a CEO by delegating, then here is the one action you need to take today to commit to your journey of success.

BOOK YOUR FREE BUSINESS BOTTLENECK AUDIT HERE



"Stop DOING and start LEADING"

- Francesca Moi

IDENTIFYING THE DIFFERENT TASKS THAT YOU CAN DELEGATE IS THE FIRST STEP...

LEARNING HOW TO DELEGATE IT THE "RIGHT WAY" IS NEXT!!!

THE POWER OF DELEGATION WILL TEACH YOU HOW!

[Grab Your Copy Now!](#)

