

10 Tasks Worth Taking Off Your Plate

A quick checklist for small business owners and busy professionals who are ready to buy back a few hours of their week.

☐ **01 Inbox triage**
Sorting, flagging and drafting replies so you only touch what truly needs you.

☐ **02 Calendar & meeting management**
Blocking focus time, scheduling calls, and chasing confirmations.

☐ **03 Travel bookings & itineraries**
Flights, accommodation, and a single itinerary you can actually read.

☐ **04 Data entry & document formatting**
Reports, proposals and spreadsheets, tidied and on-brand.

☐ **05 Invoicing & basic bookkeeping admin**
Chasing payments and keeping your records current.

☐ **06 Customer enquiries & bookings**
Responding to new leads and managing your daily schedule.

☐ **07 Research tasks**
Suppliers, venues, competitors — the deep-dive work that eats an afternoon.

☐ **08 Event & meeting coordination**
Venue liaison, agendas, and the small logistics that make it look easy.

☐ **09 Minute-taking & follow-ups**
Clear notes and action items sent out the same day.

☐ **10 Repetitive admin**
Anything you do the same way every single week.

Ticked off three or more?

Let's talk about which ones I can take off your hands.

assistancevirtually.com.au/contact | [@assistancevirtually_](https://twitter.com/assistancevirtually)