



# 74 things

you can outsource to your  
personal assistant

## Keeping Organised

- |  |   |
|--|---|
| <input type="checkbox"/> Creating checklists           | <input type="checkbox"/> Paper based filing in your office                                      |
| <input type="checkbox"/> Organising electronic folders | <input type="checkbox"/> Organising your emails   |
| <input type="checkbox"/> Electronic filing             | <input type="checkbox"/> Coordinating systems (project management eg. coordinating assignments) |

## PA/ Secretarial

- Coordinate meetings
- Book meeting rooms
- Prepare agendas
- Take and tidy up minutes
- Distribute documents and minutes to attendees
- Organise refreshments
- Email management
- Errands (eg. gift buying)
- Travel arrangements
- Book car rentals, dinner reservations, tickets (when you are travelling)
- Accommodation bookings
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## Documents & Typing

- Typing procedures and policies
- Creating templates
- Fillable PDF forms
- Data entry eg. CRM, statistics
- Create DocuSign forms for e-signature
- Letters (including mail merge)
- Labels
- Edit PDF documents
- Editing and proofreading documents (including manuscripts)
- Input employee details
- Enter employee timesheets
- Electronic file management

*Busy Bee Admin*

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## Marketing Support

- Survey creation
- Create brochures and flyers
- Set up social media accounts/groups
- Schedule social media posts
- Create images for social media posts
- Monitor social media comments
- Basic website updates (WordPress, Weebly, Wix)
- Mailouts
- Repurpose blog content to promote your business
- Upload/share your new blog posts to social media
- Upload blog posts to your website
- Research content for e-newsletters
- Create and distribute e-newsletters
- Editing follow up emails and auto-responders
- Add/remove subscribers from lists
- LinkedIn engagement

## Small Events

- Prepare PowerPoint presentations
- Book training/meeting rooms
- Set up on the day
- Create training materials/handouts
- Circulate documentation to attendees
- Send out event reminders
- Create certificates
- Pack up on the day
- Create invitations
- Collect RSVPs
- Create promotional images
- Create nametags
- Create online ticketing for events
- Create Facebook/LI events
- Create event running sheet

## General Admin

- Scan documents
- Order office supplies
- Research (eg. new software, competitors)
- Document procedures
- Send off digital forms for client e-signature
- Send out greeting cards to your clients
- Respond to general enquiries
- Collecting and collating statistics
- Respond to frequently asked questions
- Organise quotes
- Order office supplies
- Organise photocopying/printing
- Archiving
- Save invoices for bookkeeping
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