

FREE GUIDE

50 tasks you can hand off to a virtual assistant

The delegation checklist for busy founders, professionals, and small teams who are tired of doing it all.



VA Verdict

Honest virtual assistant
reviews

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You don't have to do all of it yourself.

If you're spending hours each week on email, scheduling, follow-ups, and admin, you're paying your most expensive employee — you — to do your cheapest work. The first step to getting that time back is simply seeing how much of it can be delegated.

This checklist lays out 50 real tasks a virtual assistant can take off your plate, grouped by area. Skim it, tick the ones that drain your week, and you'll have an instant list of what to hand off first.

HOW TO USE THIS

Check every task you currently do yourself but don't need to. Anything you tick is a candidate to delegate. Most people are surprised how quickly the boxes add up — and how many hours they represent.

THE 50 – TASK DELEGATION CHECKLIST

1

Email & Inbox

5 tasks

- ☐ Triage and sort your inbox each day
- ☐ Reply to routine and frequently asked emails
- ☐ Flag and prioritize the messages that actually need you
- ☐ Unsubscribe and clear out newsletter and spam clutter
- ☐ Set up and maintain folders, labels, and filters

2

Calendar & Scheduling

5 tasks

- ☐ Book and confirm meetings and calls
- ☐ Send appointment reminders to cut no-shows
- ☐ Reschedule and resolve calendar conflicts
- ☐ Coordinate scheduling across time zones
- ☐ Block focus time and protect your calendar

3

Admin & Operations

6 tasks

-  Data entry and spreadsheet updates
-  Create, format, and proofread documents
-  Organize and maintain your digital files
-  Prepare meeting agendas and take notes
-  Manage and renew tools and subscriptions
-  Document repeatable processes (SOPs)

4

Customer & Client Support

5 tasks

-  Respond to customer and client inquiries
-  Handle returns, refunds, and complaints
-  Onboard new clients and customers
-  Follow up after purchases and meetings
-  Build and maintain a help/FAQ document

5

Sales & CRM

5 tasks

-  Update and clean your CRM
-  Follow up with leads and prospects
-  Qualify and route incoming inquiries
-  Prepare proposals and quotes
-  Track your pipeline and send reminders

6

Marketing & Social Media

6 tasks

- 📌 Schedule and publish social media posts
- 📌 Repurpose content into multiple formats
- 📌 Draft and send email newsletters
- 📌 Engage with comments and direct messages
- 📌 Research hashtags, trends, and competitors
- 📌 Update website content and blog posts

7

Bookkeeping & Finance

5 tasks

- 📌 Send and follow up on invoices
- 📌 Track expenses and organize receipts
- 📌 Reconcile basic accounts
- 📌 Prepare simple financial summaries
- 📌 Chase down overdue payments

8

Research & Personal

6 tasks

- 📌 Market and competitor research
- 📌 Vet vendors and gather quotes
- 📌 Summarize articles, reports, and calls
- 📌 Plan and book travel and accommodation
- 📌 Order supplies, gifts, and deliveries
- 📌 Book personal appointments and reservations

9

Projects & Team

4 tasks

- 📌 Set up and update project boards (Asana, Trello)
- 📌 Coordinate with team members and freelancers
- 📌 Track deadlines and deliverables
- 📌 Compile weekly status reports

10

Hiring & Onboarding

3 tasks

-  Post job listings and screen applicants
-  Schedule and coordinate candidate interviews
-  Onboard new hires (paperwork and accounts)

Ready to actually hand these off?

You don't need to hire an employee to delegate this list. Our #1-rated virtual assistant service, Time etc, pairs you with one dedicated, US/UK-based assistant — no contract, and you only pay for completed work.

Get started with Time etc →

No long-term contract · Cancel anytime · US & UK based assistants

Why we recommend Time etc

- ✓ A dedicated, experienced assistant who learns your business — not a rotating pool.
- ✓ US & UK based, native-English speakers for client-facing work.
- ✓ No long-term contract, and unused hours roll over month to month.
- ✓ In business since 2007 — a proven, stable provider.

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