**Main tasks you require and hours:**

☐ Administration: hours:

• Email management

• Calendar management

☐ Social Media hours:

• Account creation

• Content management

☐ Media Hours:

• Edit videos

• Edit podcasts

☐ Website

• Add new pages and content

• Write Articles

☐ Human Resource

• Employ staff

• Manage payroll

• Provide training for staff

☐ Graphics

• Logo Design

• Newsletter Templates

• Media Templates

☐ Accounts

• Data entry

• Bookkeeping

**What other tasks you need your virtual staff to perform:**

□ Edit Videos

□ Manage your membership program

□ Manage your social media channels

□ Create content for your social media pages

□ Update your website

□ Send e-mail newsletters

□ Create business graphics

□ Manage your CRM system

□ Manage your emails on your behalf

□ Manage your calendar

□ Travel Planning and Reservation

□ Manage your projects

□ Create training manuals

□ Upload Videos in YouTube

□ Monitor your email accounts

□ Basic Bookkeeping

□ Diary Management

□ Customer support

□ Data Entry

□ Online Store support

□ Email Handling

□ Market Research

□ Database Management

□ Keyword Research

□ Affiliate Management

□ WordPress Maintenance

□ Customer Phone Surveys

□ Quality Checking and Assurance

□ Report Generation and Analysis

□ Transcription