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BLOG

Everyday Tasks That You Can Outsource to a Virtual Assistant





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08 September, 2023

Are you constantly overwhelmed?

If your answer is “yes,” then perhaps, you should rethink your working approach.

It’s cool to stick to the traditional way of doing the work, but if it’s getting in the way of hitting your bottom line, you should consider outsourcing.

What is outsourcing?

There are three ways to reduce your workload, **streamline, automate** and then, there’s outsource. Outsourcing is the practice of hiring someone else, outside your company, to complete the task you’re dreading about.

Now, the typical question when outsourcing for most business owners and entrepreneurs would be, *“What activities should be outsourced?”*

Well, we will help you get to the bottom of that, with our list of everyday tasks that you can outsource to your virtual assistant.

Everyday Tasks That You Can Outsource to a Virtual Assistant: How it Works?

The tasks that you can outsource to a virtual assistant are too many — from customer service and website management to technical support.

Yes, a virtual assistant makes your life much easier. But to think that there’s a can-do-it-all virtual assistant is quite not right.

When deciding what to outsource to a VA, it’s important to think that some tasks need specialization. Every remote worker has their strengths and weaknesses. And with that, each one of them plays a specific role in your business operation.

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Business outsourcing allows you to tap top talents for a cheaper price because most of these outsourcing locations are low-cost countries.

On top of that, your remote worker will also take care of the equipment and office space during working hours.

And with you unconsumed by routine work, you have more time and energy to be creative and engaged.

- **More time for the Core Tasks**

With more hours in your hand, you can concentrate on your core competencies that actually help grow the business.

If you learn to take advantage of outsourcing, you can enjoy work-life balance while keeping up with the competition.

- **Reduce Risk when Scaling**

Outsourcing is sharing the risk with your outside help.

Apart from providing the necessary service requirements to ensure quality output, your virtual assistant can also quickly scale your operation when the demand calls for it.

What Kind of Tasks Can Be Outsourced?

To determine what everyday tasks you can outsource, you should start by asking yourself these questions:



- **Is the task repetitive?**

Repetitive tasks are the type of activities that can be done by someone else, even without training.



It's not ever-changing, so you don't need to micromanage or waste time constantly showing your new hire how to do it.

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- **Do I want to do the task?**

Look, there are tasks in your business that excite you, while there are activities that you dread.

Most likely, if you don't like what you're doing, it will take much longer to accomplish them.

- **Do I really have to do the task?**

So, you are an executive. Do you think that data management and filing reports are part of your core job description?

No, these are the tasks that you should delegate to someone else, so you can focus on something more important.

Ultimately, business owners and entrepreneurs commonly outsource tasks that fall into those categories. Some don't take much to learn and definitely don't require workers to be on-site.

Which Business Activities Can Be Outsourced and Why?

For startups, outsourcing means getting more work done and being cost-effective Services it.

With important resources under control, business owners can be more efficient in their business operations.

In view of that, here are the typical business activities that should be outsourced.

- **Bookkeeping**

We hear, most people hate going over the financial aspect of the business. Well, it makes sense because bookkeeping can be very tedious and complicated.



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Technical support might be the most common thing, but the IT landscape is constantly evolving, thus, it would be hard to keep up all by yourself.

With a virtual assistant, you can get connected with new tools, products and applications that'll be helpful for your business.

- **Customer Service**

Nothing encourages strong customer relations and repeat business more than a quality customer experience.

Considering that, it's only fitting to outsource customer service. From answering emails to making follow-ups, a virtual customer support can pick up your customer service tasks almost instantaneously.

Remember, quick response time is a factor in high customer satisfaction, one that a VA can surely deliver.

- **Research**

Research is pretty basic, but still one of the most time-consuming tasks in your daily operation.

Fortunately, a virtual assistant can keep tabs on what's trending in your industry and outside of it. Using effective tools and techniques, they can organize information and have them easily accessible for you and your team.

- **Human Resource**

All the tasks that relate to hiring and managing your team are under the supervision of your human resource department.

The most common job that you can delegate to a VA in this area is searching, bringing and screening potential candidates for a vacant position.

If you can successfully outsource this task, you can save enormous time for other ventures.



- **Social Media Management**

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THAT'S WHERE A SKILLED VIRTUAL ASSISTANT SWOOPS IN, MAINTAINING YOUR PROFILE AND EFFECTIVELY ENGAGING USERS ON YOUR BEHALF, WHILE YOU GET TO THE HIGH-VALUED TASKS IN YOUR COMPANY.

- **Email Management**

When you're running a company, you're going to communicate with so many people, from clients to customers, on a daily basis.

Onboarding a virtual assistant keeps you from wasting 2 to 3 hours filtering and responding to emails. Even better, your virtual ally will not only flag important messages but also, help create and send out email marketing campaigns.

It's like hitting two birds in one stone; saving time while staying on top of your emails.

- **Event Management**

If you have events to plan out, you can rely on a virtual assistant to find venues, coordinate vendors and attendees and manage logistics.

Rest assured; they will do it all to make your event a success and have you making valuable connections, instead of worrying about the event details.

- **Marketing**

It's hard to bring your sales number up without good marketing. Marketing, by the way, encompasses all your promotional efforts such as content creation, social media posting and ad designs. These campaigns, when done successfully, can help grow your business.

And in reaching that goal, an outside marketing professional can make a difference. They can help come up with fresh innovative ideas and standout strategies that'll help elevate your brand. Things that you wouldn't have thought of by yourself.



More Everyday Tasks That You Can Outsource Right Now!



Outsourcing doesn't only work in an office setting. There are a variety of personal activities you can outsource to someone else.

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Even the most mundane chore of ordering groceries online can be outsourced.

A virtual assistant can research meal plans and have a healthy meal ready for you, despite a busy schedule.

- **Personal Errands**

Personal errands such as booking appointments in your favorite restaurant or monthly dental check-ups can be taken care of by a VA. These tasks, though simple, can still eat a huge chunk of your headspace, so it figures to outsource them.

Outsourcing is the Key!

Whether you need assistance on admin stuff, personal errands or customer support, working with a virtual assistant is always a smart move.

Your VA can unburden you of the menial tasks, and then help you save resources; time, money and energy.

Yes, outsourcing may not be the answer to everything, but it certainly increases the capacity for innovation and growth.

If you want the same results, then, you should outsource and [start looking for a virtual assistant](#).



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