

#### www.pavirtual.com.au sandra@pavirtual.com.au 0409 358 447

1. In the space provided below write down things you want to do but don't have time for – such as business development, giving existing clients more value, spending more time with family and friends.

2. Now write down every task you do that takes longer than 30 minutes

3. Tick the things you don't like doing or don't need to do

4. Now you can identify what items you will outsource!

Contact us on 0409 358 447 or email <u>sandra@pavirtual.com.au</u> so we can help you!

#### Some Tasks that we can help you with are;

#### Administration

- Word Processing / Desktop Publishing / Data Entry
- Document templates & formatting
- PowerPoint Presentations / Excel Spreadsheets
- Mail Merges /Newsletter
- Certificates / Gift Vouchers / Postcards / Brochures
- Minutes of Meetings
- Creating Forms

### **Event Planning**

- Organising Events / Sourcing Venues
- Name Tags / Printouts
- Online Ticketing,
- Social Media Advertising
- Hotel and Flight Booking

## **Online Tasks**

- Online Invoicing
- Payment follow-up
- Website Design
- Social Media
- Online Newsletters
- Online research
- Online Surveys
- Email Management/Filtering
- Data entry for Quickbooks/Xero

### **Personal Assistance**

- Receiving and making calls
- Taking messages, orders, or appointment schedules
- Calendar management
- Client appointments
- Invitations for special events
- Email management

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