



TASKS MENU

Entrepreneurs & Business Owners

Entrepreneurs & Business Owners have requested the tasks detail next.

**PRO
TOPVA**



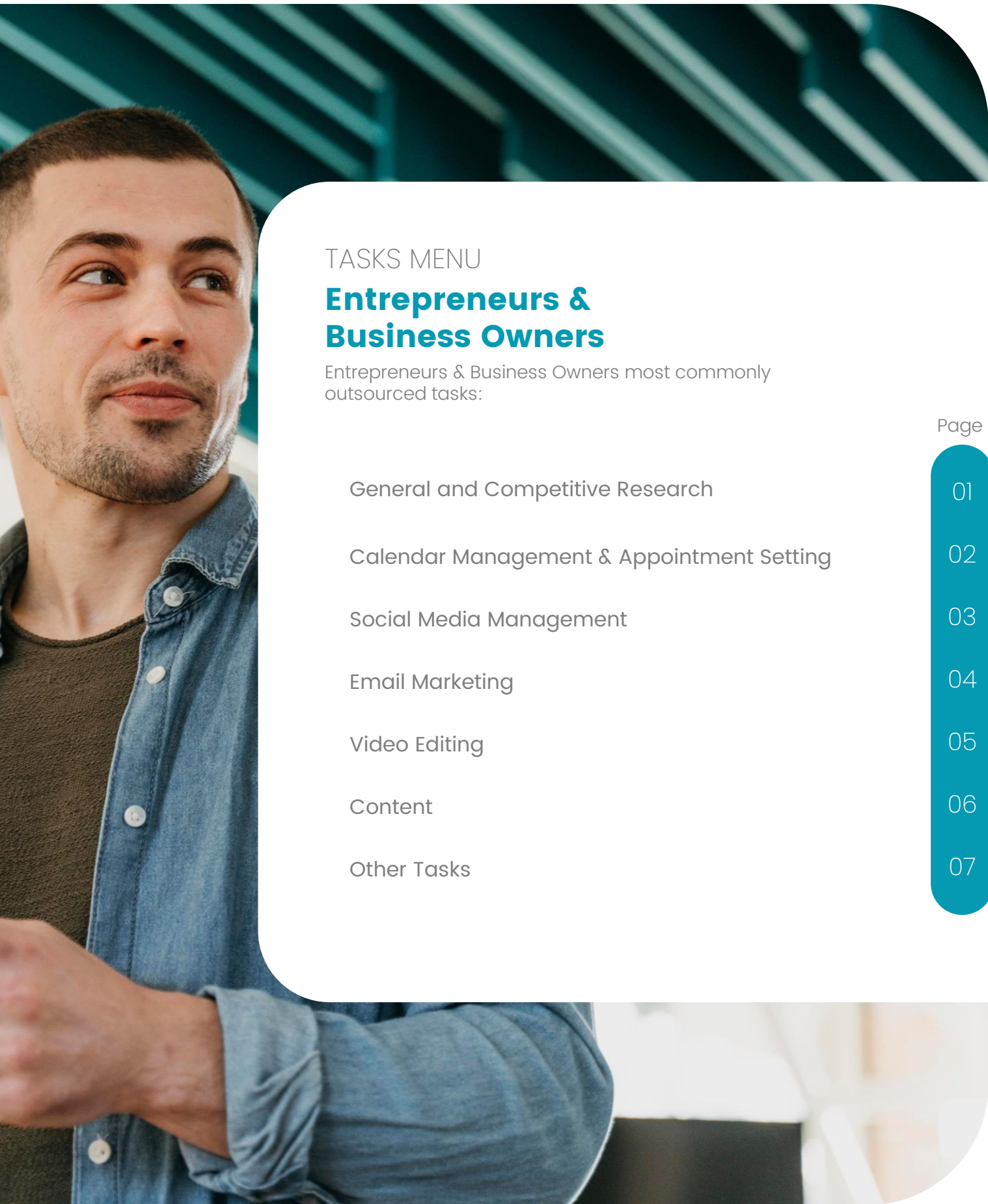
(713) 804-4540



protopva.com



info@protopva.com



TASKS MENU

Entrepreneurs & Business Owners

Entrepreneurs & Business Owners most commonly outsourced tasks:

General and Competitive Research

Calendar Management & Appointment Setting

Social Media Management

Email Marketing

Video Editing

Content

Other Tasks

Page

01

02

03

04

05

06

07



(713) 804-4540



protopva.com



info@protopva.com

General and Competitive Research

01

Researching for podcast interviews.

02

Research potential guests and their information.

03

Listen to other podcasts and pull questions and take notes of them.

04

Research online podcast competitors research.

05

Online research for events for the client to attend or participate.

0

6

If you lack the skills, experience and workforce to acquire detailed analysis views on your rivals.

07

Create a customized plan for analyzing competitors and evaluating their business tactics.

Calendar Management & Appointment Setting



Coordinate with multiple people by handling email.



Set up automatic bookings online, and share booking links with clients as needed.



Schedule and manage appointments.



Help the client/owner of the company to manage his/her email and their calendar for the Podcast via email and set up an invite for the guest.

Prioritize emails, respond to emails, set up email filtering, and delete spam emails or other unimportant emails

Social Media Management



Help with Social Media content organization, scheduling & management.



Publish posts on different social media channels (Facebook, Instagram, LinkedIn, etc).



Content writing and create simple graphics.



Create a social media calendar to post X times a week.



Respond to messages on any of your business's social media accounts.

Email Marketing



Share content by email that includes customer success stories, updates, etc.



Schedule the newsletter that is sent.



Manage lists and campaigns or any other email marketing platform.

Video Editing 05



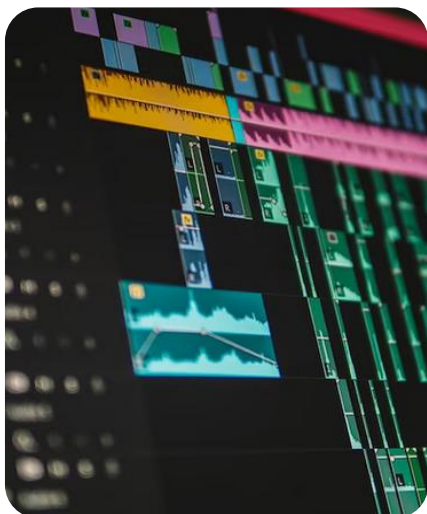
Identifying content for video. The VA won't be editing or creating the video per se, but more so identifying which clips can be used and uploading them to their social media.



Crop video footage using basic video editing software.



Creating simple videos.



Upload videos to your social media or different platforms.



Organize video content into folders.

CONTENT

Sales And Lead Generation

1. Sales and lead generation are unquestionably critical components of every business plan. Such operations, however, can be time-consuming and complicated, mainly because they require continual improvement to keep up with the ever-changing market circumstances.

Bookkeeping And Accounting

1. Bookkeeping can be a tedious and time-consuming task, but is essential, nonetheless. Virtual bookkeeping services can propel your company to new heights with no strings attached.
2. In this case, one of the most apparent advantages of outsourcing bookkeeping is the ability to save time and money. In addition, doing so may also decrease mistakes and enhance accuracy so that you're running an organized and profitable business.

Project Management

1. If your business consists of a number of individual working pieces, you'll need a project manager to ensure all are working together. Outsourcing your project management to a remote VA can guarantee you meet the deadline..

Graphic Design

1. Today, the creative sector has been overtaken by the practice of outsourcing design tasks. With that said, engaging in this practice might also help you develop new ideas and provide a fresh outlook on your design projects.

Responding to Phone Calls

1. You know better than anyone that entrepreneurs receive a heavy volume of phone calls every day. Hiring a VA to handle your incoming calls means you'll only receive the most important ones.

Responding to Emails

1. Responding to emails is perhaps one of the biggest time wasters in the corporate world today. On a rare occasion, an email must be addressed instantly by you personally, your VA can ensure you handle it.

Scheduling Appointments

1. Scheduling can quickly result in phone tag, frequent emails, and other hassles. Outsourcing your scheduling takes a time-consuming, headache-inducing task off your workload.

Client Interaction

1. When it comes to client interaction, it's the small things that count. Your VA can manage interactions with your clients including personalized notes and phone calls.

Manage Customer Questions

1. Whether customer questions take the form of emails or live chat sessions, a VA can craft responses to customer questions so you can get back to business.

Create PowerPoint Presentations

1. When you need a new presentation for your social media or a client, all you need to do is supply some background information. Then, your VA can craft a presentation based on your needs.

Manage Employee or Client Contacts

1. Creating information databases isn't anyone's favorite task. However, you can trust your VA to compile the necessary personnel or client information so both of you have a clean, reliable source to draw from. They can even save this data into a CRM or other marketing tool you're already using, so you can easily contact your contacts.

Lead Nurturing

1. When a new potential lead visits your website and leaves an email address or phone number, your VA can maintain contact to ensure the lead does not become stale. In addition, he or she can glean information for your client database.

Customer Follow-Up

1. When a customer makes a purchase, it is good practice to follow up at a later date to ask for feedback. Your VA can perform customer follow-ups and pass along important feedback for your perusal.

Website Maintenance

1. If your website isn't up to snuff, or if you have a catastrophic crash in the middle of the holiday season, you'll want someone knowledgeable to troubleshoot. A virtual assistant trained in website maintenance can remove the stress from such situations.

OTHER TASKS

Sales and Lead Generation

1. Generating sales and leads for the business through various methods.
2. Continuously improving and adapting to changes in the market.

Bookkeeping and Accounting

1. Managing and organizing financial records for the business.
2. Saving time and money while increasing accuracy and reducing mistakes.

Project Management

1. Coordinating and overseeing the different elements of a project to ensure they are working together and meeting deadlines..

Graphic Design

1. Outsourcing design tasks can not only save time, but also provide fresh perspectives and ideas for your projects.

Handling Phone Calls

1. A virtual assistant (VA) can help filter out non-essential calls and ensure you only receive the most important ones.

Managing Email

1. VAs can triage and respond to emails, allowing you to focus on more pressing tasks..

Appointment Scheduling

1. Outsourcing scheduling can help avoid the time and frustration of coordinating meetings and calls.

Client Communication

1. VAs can handle small but meaningful interactions with clients such as personalized notes and phone calls.

Answering Customer Questions

1. VAs can respond to customer inquiries, allowing you to focus on other aspects of your business.

Creating PowerPoint Presentations

1. VAs can create custom presentations based on your needs, leaving you more time to focus on other tasks.

Managing Employee or Client Contacts

1. VAs can compile and organize contact information, and even integrate it into existing CRM or marketing tools.

Lead Nurturing

1. VAs can maintain contact with potential leads, ensuring they don't go cold and gathering information for your database.

Customer Follow-Up

1. VAs can handle follow-ups with customers, gathering feedback for your review.

Website Maintenance

1. VAs can troubleshoot and maintain your website, taking the stress out of website issues.



PRO TOPVA

Book A Call



TASKS MENU

Entrepreneurs & Business Owners



(713) 804-4540



protopva.com



info@protopva.com