



# The Ultimate Admin Task Audit Checklist



Map your tasks. Spot the  
time-drains.  
Reclaim your headspace.



JA Virtual Solutions

# WELCOME

*Hi There!*

Dear Business Owner, If you feel like your admin to-do list is never-ending, you're not alone. The truth is: admin tasks multiply in the background and quietly steal your energy.

This checklist will help you:

- ✓ See where your time is really going
- ✓ Identify tasks you don't need to do yourself
- ✓ Find your biggest drains (and quick wins for outsourcing)

Once complete, you'll have a clear picture of what's eating your time - and where a VA can step in to give you space to breathe, grow, and thrive

*Jeni Archibald*

## ABOUT ME

I'm Jeni Archibald, founder of J A Virtual Solutions. With over 35 years of admin and PA experience, I support busy, heart-centred coaches and business owners who feel weighed down by endless admin.

I take care of inboxes, calendars, documents, and social media, giving you back clarity, calm, and the freedom to focus on what matters most.

At J A Virtual Solutions, I provide more than admin support. I create peace of mind and space for growth.



# Daily Tasks

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1. Checking & responding to emails



2. Sorting subscriptions / newsletters



3. Scheduling meetings or calls



4. Updating calendar/diary



5. Social media posting / scheduling



6. Client or team communication (WhatsApp, Slack, etc.)



7. Quick document edits (letters, contracts, forms)



8. Managing to-do list or task reminders



# Weekly Tasks

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1. Inbox clean-up (archiving, labelling, creating folders)



2. Drafting or preparing content (social posts, newsletters)



3. Expense logging / receipt management



4. Following up on outstanding emails or tasks



5. Organising files (Google Drive, Dropbox, etc.)



6. Tracking tasks / updating Trello, Asana, or similar



7. Sending reminders to clients or partners



# Monthly Tasks

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1. Preparing invoices / payments



2. Reconciling expenses



3. Reporting (social stats, client activity, financial)



4. Updating templates or standard documents



5. Scheduling recurring meetings



6. Reviewing subscriptions / tools used



7. End-of-month inbox review & folder tidy-up



# Reflection Prompts

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- ❖ Which tasks drain the most energy?
- ❖ Which pile up when things get busy?
- ❖ Which would free the most headspace if I didn't do them myself?

## Next Steps

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You've done the audit - now it's time to take action.

The next step is deciding what to keep, delegate, or outsource.

This is where I come in. I help coaches and business owners like you clear the clutter, streamline systems, and finally get their evenings back.

Want to see what handing over those draining tasks could look like for you?

Book your free 30-minute discovery call here: [calendly.javirtualsolutions](https://calendly.com/javirtualsolutions)

*Look forward to supporting you!*