



25 Things You Can Delegate to an Assistant Today



Hello there!

As the President of My Virtual Resources, I've seen how the right support and smart delegation can transform a business overnight. That's why I created 25 Things You Can Delegate to an Assistant Today a powerful guide designed to help you offload time-consuming tasks, reclaim your focus, and elevate your productivity.

Whether you're just starting out or scaling to the next level, this resource is your shortcut to working smarter, growing faster, and fully stepping into your role as the visionary of your business. Let's make your business unstoppable!

Melissa Newcomb

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#	TASK
1	Calendar management – Scheduling meetings, appointments, and reminders.
2	Email inbox organization – Sorting, flagging, and responding to routine messages.
3	Travel arrangements – Booking flights, hotels, and creating itineraries.
4	Data entry – Updating CRMs, spreadsheets, and databases.
5	Document preparation – Creating proposals, presentations, and reports.
6	File management – Organizing cloud storage and naming conventions.
7	Invoice processing – Creating, sending, and tracking invoices.
8	Vendor coordination – Communicating with suppliers and managing orders.
9	Meeting minutes – Taking notes and summarizing action items.
10	Project tracking – Updating project management tools like Asana, Trello, or ClickUp.
11	Social media scheduling – Planning and posting content.
12	Basic graphic design – Creating social posts, flyers, or branded templates.
13	Email marketing support – Formatting and scheduling newsletters in platforms like Mailchimp or Flodesk.
14	Research – Compiling competitor analysis, content ideas, or industry trends.
15	Review responses – Monitoring and replying to online reviews or comments.
16	Client onboarding – Sending welcome emails, contracts, and intake forms.
17	Appointment reminders – Sending texts, calls, or emails to reduce no-shows.
18	Customer follow-ups – Checking in after sales or services for feedback or upsells.
19	Answering FAQs – Handling basic inquiries through email or live chat.
20	Personal appointments – Booking doctor visits, salon appointments, etc.
21	Online purchases – Ordering office supplies, gifts, or meals.
22	Birthday/anniversary reminders – Notifying you of special dates and sending cards or gifts.
23	Expense tracking – Logging receipts and managing reimbursement reports.
24	Proofreading – Reviewing content for grammar, clarity, and tone.
25	Event coordination – Managing logistics for virtual or in-person events.

*"If you pick the right people
and give them the
opportunity to spread their
wings and put
compensation as a carrier
behind it, you almost don't
have to manage them."*

- J A C K W E L C H

Testimonials

Heather Natsch

"MELISSA AND HER TEAM ARE WONDERFUL!"

"I'm continually impressed with their professionalism, integrity, and efficiency. Highly recommended!!"

Tish Watson

**"PROFESIONAL. RESPONSIVE. CREATIVE. QUALITY
WORK.PROFESSIONAL."**

"Melissa listened to and understood my needs and scope of work, she set up check-in zoom meetings, and always made sure expectations were being met. Responsive – She answers the phone! She quick responds to emails! Creative & Quality work – I love the creativity of her team. My marketing material looks amazing! Thank you, Melissa and team! It is a pleasure working with you!"

Ameer Kader

**"WHERE TO EVEN BEGIN... MELISSA HAS BEEN AN
ANGEL SENT IN DISGUISE!"**

"She is like a river of flowing water that's found in the middle of the desert right before you go into heat exhaustion! She has completely helped our business to get to the next level and beyond!!!

We are so grateful to have come across a professional assistant that is very well rounded and that takes her work super serious. She truly cares about our company as if it were hers! Melissa has helped in so many ways that I can't list them all here! If you're looking for an assistant then Look No Further!!! Thank you so much Melissa for getting us on solid grounds and sticking it through with these crazy guys lol!"



Our Experience

With over 20 years in the industry, our skills range from business operations management, administration management, graphic design, brand management, and more. In addition, our resources are designed to empower your team remotely and provide a dedicated virtual assistant.

Why US?

Integrity is key, and we have business practices that are efficient and customizable. We give our clients the attention to detail and quality service they deserve.

We invest in our organization and our employees to ensure that we deliver above and beyond for our clients.