

WELCOME TO TASKFLO VA!

When your days are packed with admin tasks, follow-ups, and constant multitasking, it's hard to focus on growth.

That's where TaskFlo VA comes in.

Who We Are and What We Do

At TaskFlo VA, we provide skilled, reliable virtual assistants trained to support the unique needs of business owners. Whether you're just getting started or scaling up, our team is here to help you reclaim your time, reduce stress, and move forward, all without the overhead cost of a full-time hire.

We started with a focus on home care businesses. Today, we're proud to now serve entrepreneurs and agencies across all industries who want to grow without the overwhelm.



**Ready to Get the Support
You Deserve? Let's talk!**

Call: 1-877-827-5356

Email: info@taskflova.com

Visit: www.TaskFloVA.com

ABOUT TASKFLO VA

OUR SERVICES

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BOOK A CALL NOW

Why Choose TaskFlo VA?



Reclaim Your Time

Hand off the daily tasks that slow you down, so you can focus on what matters most, which is growing your business.



Support That Matches Your Goals

Get customized assistance aligned with your business priorities, no matter what stage you're in.



A Reliable Extension of Your Team

Our VAs become a trusted part of your business. They're proactive, professional, and dependable.



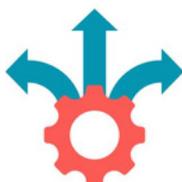
Work Smarter, With Less Stress

Simplify your workflow and stay organized with a VA who keeps things moving behind the scenes.



Grow Without the Overhead

Scale your business operations without the cost or commitment of hiring full-time help.



Flexibility That Grows With You

Choose the setup that fits your needs now, and easily adjust as your business evolves.



Just got your business started?

We offer special rates for newly launched businesses.

[Book a free discovery call](#) to learn more!

TASKFLO VA SERVICES



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Personal Virtual Assistant

Stay on top of your day with a dedicated VA who can organize your calendar, manage your inbox, and follow up on important tasks.



Home Care Agency Support

Get specialized help from VAs who understand the ins and outs of home care from staffing and billing, to documentation and more.



Social Media Virtual Assistant

Free up your time while your social media VA takes care of content scheduling, posting, and engaging with your online community.



Recruiting Support VA

Find and hire the right people faster with a VA who helps manage job postings, screen candidates, and coordinate interviews.



Compliance Support VA

Keep your operations audit-ready with a VA who helps track certifications, update files, and maintain organized care records.



Executive Assistant

For busy executives, our VAs bring structure to your day as they handle emails, meetings, and task flow with professionalism and ease.



General Personal Assistant

Simplify your daily, personal life with a VA who can assist with your bookings, errands, reminders, personal to-do's, and more.



Virtual Tutor for Your Children

Ensure your child stays on track academically with a trusted tutor, so you can stay focused on your business with peace of mind.

À LA CARTE VA SERVICES



Whenever You Need One-Time or As-Needed Support



Need help with a one-time task or specific project?

Our À La Carte services let you choose exactly what you need, when you need it!

Website Creation and Enhancement

Launch a professional site or upgrade your existing one to better reflect your brand.

Social Media Management

Stay active and relevant with curated posts, consistent scheduling, and audience engagement.

Online Advertising Support

Launch targeted ad campaigns on Google and social media to attract more leads and grow your reach.

Virtual Team Support

Get help with daily admin tasks like data entry, document organization, and inbox management.

Training and Development Resources

Develop SOPs, caregiver handbooks, and custom training tools to strengthen your internal team.

Networking and Marketing Support

Expand your referral base with outreach efforts, partnership development, and promotional support.

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FREQUENTLY ASKED QUESTIONS

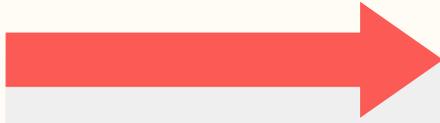
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How do I get started with TaskFlo VA?



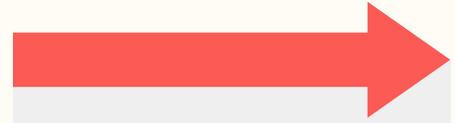
Step 1:

Book a free discovery call. We'll chat about your business and the kind of support you need.



Step 2:

Choose Your VA. We'll match you with 2 trained VAs. Interview both and pick the one that fits best.



Step 3:

Onboard and delegate. We'll guide you through setup so your VA can get started right away.

Even after onboarding, we're here for you. The TaskFlo VA team checks in regularly to make sure things are running smoothly and to offer extra support when needed.

Do you offer VAs for industries other than home care?

Yes, we do! While we started by supporting home care agencies, TaskFlo VA now serves business owners across all industries. If you have admin, marketing, or operations tasks you wish to delegate, we've got a TaskFlo VA who can help!

What can a VA help me with?

Depending on your business needs, your VA can help with:

- Managing your calendar and scheduling appointments
- Organizing your inbox and handling follow-ups
- Creating and posting content on social media
- Assisting with recruitment tasks (like sourcing and screening applicants)
- Supporting billing, documentation, and other daily operations tasks
- Coordinating meetings and managing to-do lists
- Tracking licenses or credentials (for care businesses)
- Helping with customer inquiries or client care
- Designing flyers, updating websites, or formatting documents
- Research, data entry, and other admin tasks



FREQUENTLY ASKED QUESTIONS

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What makes TaskFlo VA different?

We don't just assign VAs. We match you with someone who understands your industry and is trained to support your unique workflow.

Can I request specific skills or experience?

Yes. During your discovery call, you can share your preferences. Afterward, we'll match you with two potential VAs who fits your needs.

What if I need to switch VAs?

Just let us know! We're here to make sure you're fully supported, and can offer a smooth transition if needed.

Is there a long-term commitment?

Nope! We offer flexible packages and À La Carte options, so you can choose what works best for your business right now.

How will I communicate with my VA?

Most clients use email, Slack, or Zoom, but we'll adapt to your preferred tools and workflow.

Are your VAs trained in HIPAA?

Yes, especially for our home care clients, we provide VAs trained in HIPAA, documentation, and care-related compliance. We also emphasize strict data privacy practices to help protect sensitive business information at all times.

Recently launched your business?

You may qualify for our startup-friendly rates.

Let's chat!

Schedule a [free discovery call](#) to find out more.

Ready to Lighten Your Load?

Tap the Button Below to Get Matched with Your Own TaskFlo VA!

[Book a Free Discovery Call](#)



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Connect With Us



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