

# GET SUPPORT NOW

50 WAYS TO BOOST YOUR BUSINESS WITH A VIRTUAL ASSISTANT

Powered by:



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Virtual Support Professionals can take care of the day to day activities in your business so that you can focus on the revenue generating activities.

Most business owners look to hire a virtual assistant when they have hit the limit of growing the business and need relief from daily operations.

Here's a list of what a virtual assistant can do to boost your business:

## General Administrative Support

1. Managing Support Email
2. Formatting the newsletter to match the business owners branding
3. Scheduling or sending the newsletter on a regular basis
4. Set up a webinar
5. Provide support during a webinar
6. Remind Clients and Business Owner about meetings, interviews or important events
7. Create, send and sign letters on behalf of the Business Owner
8. Order supplies for the office
9. Database Management
10. Review and spell check documents
11. Follow up outstanding tasks
12. Ensure the Business Owner knows what is due for the week eg.promotions

## New Clients

13. Welcoming Clients into a Program
14. Finalize Client Contracts
15. Ensure new client details are entered into the appropriate systems
16. Ensure that Initial Client Appointments are scheduled
17. Ensure all additional information that is required prior to the initial appointment has been received prior to appointment and that the Business owner has this information

## Client Care Management

18. Scheduling Client Appointments
19. Answering Client Phone Calls
20. Send out invoices
21. Process Client Payments
22. Process Client Refunds
23. Follow up failed Client Payments
24. Client Follow-Up (maintaining client communication during and after projects)
25. Confirming Client Appointments
26. Send client updates

## Manage Website / Social Media

27. Review all content on Website to look for outdated or incorrect information
28. Posting Blog on Website
29. Manage updates to website content
30. Test all links, forms and buy buttons on the website to look for errors and inconsistencies
31. Scheduling Social Media Posts
32. Create images for social media posts
33. Respond to all social media interactions (Facebook messages, Twitter mentions, LinkedIn connections)
34. Update and format the Business Owners website - appearances, contact info, colors

## Affiliate Management

35. Send out promotional materials for Affiliates
36. Send promotional materials to Business Owners events in advance
37. Advise Affiliates of upcoming timeframes for promotions
38. Ensure that all promotions are undertaken within timeframe

# Marketing/Networking

39. Managing Marketing Calendar
40. Researching Networking Opportunities
41. Apply to conferences or speaking events on your behalf
42. Input contacts/business cards after a networking event
43. Reach out to potential joint venture partners
44. Coordinating with Joint Venture Partners
45. Fresh eyes - get a second opinion on your marketing materials or your next project
46. Order presentation materials for your next event

# Free up the Business Owner

47. Plan Travel logistics - book flight, hotel, rental car
48. Proactively looking at ways to free up the Business Owner
49. Create email management system
50. Acting as a gatekeeper on behalf of the Business Owner