



## **An A-Z of things a VA can do for you**



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**A – Analytics (Website & Social Media)**  
**B – Blog Formatting & Moderation**  
**C – Credit Control**  
**D – Database Import**  
**E – Email Marketing**  
**F – Facebook Page Set-up & Moderation**  
**G – Google Set-up (Gmail/Drive/G+/Maps/ Docs)**  
**H – Holiday Phone Call Cover**  
**I – Inbox Detox (Remote & On Site)**  
**J – Joint Venture Research**  
**K - Kickstart & Manage Projects**  
**L – LinkedIn Profile/Page Set-up & Manage**  
**M – Manage Events (Pre, During & After)**  
**N – Newsletter Creation & Distribution**  
**O – Optimisation (Web & Social Media)**  
**P – Presentation Creation**  
**Q – Quotations (Prospects & Clients)**  
**R – Report Collation (Social Media/ Customers)**  
**S – Sign up Form Creation**  
**T – Transcription (Meetings/Programmes/ Brainstorming)**  
**U – Unsubscribe from Emails**  
**V – Virtual Team Management (UK & Worldwide)**  
**W – Write & Distribute Press Releases**  
**X – Xero (& Other) Migration & Upkeep**  
**Y – You Tube Upload/Optimize/Monitor**  
**Z – Zip File Set-up**