



Task List

Any business can utilise the help of Admin and More. If you have administrative, creative and/or technical tasks that you don't want to do yourself the Admin and More team can step in to help you out. That way you can focus on doing the tasks that make you more money not to mention you love doing!

The following suggestions show over 200 ways you can utilise the services of Admin and More which may or may not apply to your business, but they may spark some new ideas regarding what Admin and More can do for your business.

Check off what you need to outsource...

A

- Accounts Payable
- Accounts Receivable
- Add Links to Blog Posts
- Add Content to Newsletters
- Advertisement Submission
- Affiliate Management
- Affiliate Setup
- aMember Management
- aMember Setup
- Analyse Financial Situation
- Answering Customer Service Emails
- Assign Tasks to Others
- Audio Editor
- Author Profile Creation
- AWeber Expert



B-D

- Backup Websites
- Blog Marketing
- Bookkeeping
- Build a Knowledge Base
- Calendar Management
- Checking Sources
- Check DBS
- Coding
- Collect Testimonials
- Communication
- Community Managing
- Competition Research
- Compile Technical Information
- Compiling Audience Questions
- Conduct Split Testing
- Constant Contact Expert
- Content Calendar Creation
- Content Formatting
- Content Marketing
- Content Monitoring
- Content Planning
- Content Post Scheduling
- Content Writing
- Contract Prep
- Cover Design
- Create & Sort Pinterest Boards
- Create a Banner
- Create a Mobile App
- Create a Newsletter Template
- Create a Product Funnel
- Create a Sales Funnel
- Create a YouTube Account
- Create & Monitor Disclaimers
- Create & Organize Spreadsheets
- Create Articles from Audio
- Create Buttons
- Create eCovers
- Create Forms
- Create Forum Content
- Create Memes for Social Media
- Create Online Contests
- Create Online Surveys
- Create PDF Files
- Create Redirects for Products
- Create Reports Facebook Insights
- Create User Guides
- Create White papers
- Creating Landing Pages
- Curating Relevant Online Content
- Curating Special Reports Content
- Distribute Press Releases
- Do Voice-overs



E-L

- Edit Audio Files
- Edit & Maintain Follow up Emails
- Edit Private Label Rights Articles
- Edit White papers
- Email Customer Service
- Email Marketing
- Enforce Intellectual Property Rights
- Entering Logs
- Facebook Advertising
- Facebook Expert
- File Management
- Filtering Emails for Spam
- Financial Data Organization
- Find People to Review your eBook
- Find Products to Sell (affiliates)
- Format eBooks
- Format eReports
- Generate Ideas for New Products
- Generate Ideas for New Services
- Google Hangouts Expert
- Google + Expert
- Google Webmaster Expert
- Graphic Design
- Guest Blogging Assistant
- Help Desk Support Technician
- Human Resources
- Identify Problems Your Audience Has
- Inbound Marketing
- Infusionsoft Expert
- Instagram Marketing
- Interview Potential VA's
- Invoicing and Billing
- iTunes Formatting & Uploading
- Jigsawbox Expert
- Keep Freshbooks Organized
- Keyword Title Creation
- Kindle Book Formatting
- Layout eBooks
- Lead Generation
- Link Building
- LinkedIn.com Expert
- List Building
- Load Messages - Autoresponders
- Logo Design



M-R

- MailChimp Expert
- Manage Amazon Listings
- Manage eBay Listings
- Manage Etsy Listings
- Manage Online Contests
- Manage Records
- Manage Blog/Talk/Radio Show
- Manage Your Team
- Manage YouTube Account
- Managing Spreadsheets
- Marketing & Sales
- Meeting Scheduling
- Monitor Customer Satisfaction
- Monitor Legal Issues in Your Niche
- Monitor Online Buzz
- Monitor Online Forum Discussions
- Monitor Online Real-estate Errors
- Multi-lingual Interpretation
- Newsletter Management
- Online Business Management
- Online Reputation Management
- Online Webinar Assistant
- OntraPort Expert
- Order Fulfilment
- Organise a Facebook Contest
- Organise a New eMail Series
- Organise Basecamp
- Organise Files in Dropbox
- Organise Hosting & Domains
- Organise Web Content
- Payroll Services
- Perform Data Entry
- Pinterest Expert
- Place Advertisements
- Posting to Social Media
- PowerPoint Presentations
- Prepare Meeting Minutes
- Prepare Taxes
- Press Release Distribution
- Process Refunds
- Project Administration
- Project Facilitation
- Proof Read Everything
- Provide Creative Support
- Relationship Management
- Reminding You of Things
- Remove Audio Background Noise
- Remove Subscribers from List
- Re-purpose Content
- Research Keywords
- Research Joint Venture Partnerships
- Resource Location

