

# TOP 5 TASKS TO OUTSOURCE

How a Virtual Assistant can help

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## Accounts

A VA can do your monthly invoicing, track accounts receivable, and follow up when payments aren't missed.



## Communication

Let a VA field phone calls and emails, send out forms, update info on the website, and proofread your copy before it is sent out.



## Costumes

Recitals, competitions, and performances require costumes. A VA can place orders and organize your student data base with sizes and prices.

## Social Media

Give a VA the task of organizing your Social Media Content - posts to Facebook/Instagram, ads, and engagement.



## Research

No matter what you need research on, this time drainer can definitely be something a VA can handle.