



**Interim** Business Solutions

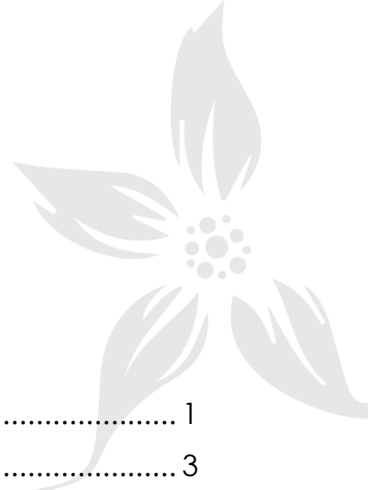


# 60 ways a Virtual Assistant team can support you and your business

Kirsty Wilson

Virtual Assistance | Social Media Support

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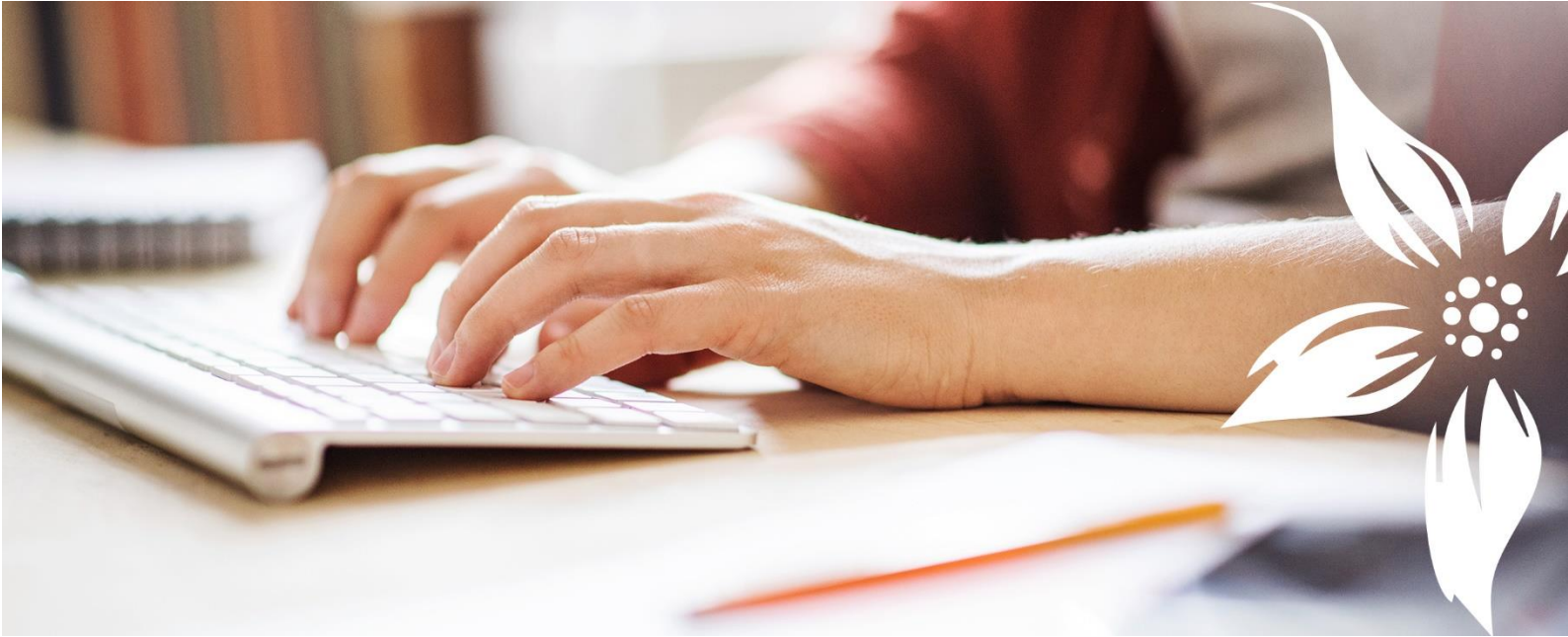
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## Administration



1. Assist you to work through your daily 'To Do' list
2. Copy typing and data entry
3. Prepare correspondence and mail it to a specific mailing list
4. Re-create and update your price list and make sure it reaches the necessary audience
5. Create necessary and consistent business forms and templates
6. Clarify your CRM database details are still current and up-to-date
7. Undertake research for those special projects or to find a solution to a problem
8. Create your stationery requirements such as letterheads, business cards, with compliment slips, flyers and brochures
9. Be your sounding board for new ideas, events, products or services
10. Prepare an online 'Client Satisfaction Questionnaire'
11. Be the contact person for any functions which require a RSVP
12. Assist in locating and registering for seminars, trade shows, conferences and workshops for you or your staff to attend
13. Undertake online research for your business or personal requirements
14. Create or update your PowerPoint presentations
15. Add the contact details from collected business cards to your CRM
16. Assist with your travel plans and arrangements
17. Send us your receipts and we can sort and add them to an expense spreadsheet or directly to your accounting program



18. Assist with streamlining your office systems to keep you on track, organised and efficient
19. Introduce you to time-saving business tools and Apps
20. Proofread, edit and format training manuals, workbooks and reports
21. Purchase gifts for colleagues, suppliers or family members
22. Create labels for a general mail-out or for special invitations
23. Create an Excel spreadsheet for a mail-merge mail-out
24. Summarise data collected and results in a report of a conducted survey
25. Create specialised correspondence such as a letter of introduction
26. Follow up outstanding debtors and send monthly statements
27. Undertake outbound calls to clients, leads and mystery shopping
28. Book your yearly personal appointments. e.g. hairdressers, dental
29. Scan supplied documents and receipts and upload them to Dropbox, Google Drive, etc
30. Media monitoring and research of competitor's media coverage
31. Convert a selection of blog posts into a branded, eye-catching PDF e-book
32. Create PDF fillable forms
33. Offer time saving tips to manage your daily tasks



## Social media



34. Assist with your social media setup and management of all your accounts
35. Create branded Facebook, Twitter and LinkedIn cover images
36. Install relevant applications on Facebook to further promote your skills or business
37. Create tweets/posts from your "nuggets" within articles and blog posts
38. Add your events to your Facebook page and promote
39. Provide social media coaching via Zoom or Skype
40. Preview all your social media accounts to ensure they are 100% optimised
41. Research your target market and connect with them via your social media accounts

## Copywriting

42. Write or polish your articles, blog posts, newsletters and bios
43. Proofreading and editing of your draft copy



## Newsletters



- 44. Set up a MailChimp e-Newsletter template
- 45. Import your list of contacts into MailChimp
- 46. Provide ongoing support for your weekly/monthly/quarterly e-Newsletters

## Transcription

- 47. Transcribe a variety of digital file types
- 48. Transcribe one-on-one interviews, meetings, small focus groups and even brain dumps which can be used for the basis of a blog post

## Marketing

- 49. Assist with your online e-marketing, campaign management and keeping lists up to date
- 50. Submit your business website to 10 free business directories (Australia only)
- 51. Graphic design of advertisements, 'As Seen In' graphics, etc.
- 52. Help develop your written products by researching publishers, editors, copywriters and designers
- 53. Proofread and edit your work before it gets released
- 54. Create an eye-catching cover and format your e-book to give it some pizzazz
- 55. Assist with general management of your website or blog

56. Research topics for your blog, articles or newsletters
57. Upload your blog posts and insert relevant 'Tweet This' quotes
58. Research your target market via the internet or social media platforms
59. Assist with the promotion of your business, workshops, events both online and offline
60. Develop an advertisement proof from supplied copy and images

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**Call now for a free phone consultation to learn how  
Interim Business Solutions can support you.**

**0433 766 746**

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## **10 Ways to ensure your business is found**

Visit our website [www.interimbusiness.com.au](http://www.interimbusiness.com.au) to sign up to our monthly Newsletter and you'll receive our FREE copy of '10 ways to ensure your business is found!'

## **Don't forget to connect with us!**

Interim Business Solutions can be found at:



[https://twitter.com/kirsty\\_wilson](https://twitter.com/kirsty_wilson)



<https://facebook.com/InterimBusinessSolutions>



<https://linkedin.com/in/InterimBusinessSolutions>



<https://instagram.com/kirstywilsonva>



<https://pinterest.com/kirstywilsonva>



## Client success stories

I am proud to have received great feedback from many of my clients over the years. Below is what they have to say about working with me.

*"Kirsty is the best 'right arm' you could ask for. She is bright, charming and most of all is brilliant at executing everything you give her with ease. What I love most about working with her is not only her attention to detail, but also her service ethic and initiative. She keeps me on my toes and is the very support I need as a solopreneur. If you have any doubts or reservations about hiring a VA – Kirsty will put your mind at rest in her very first week with you! Her value far outweighs your perceived worry about paying someone else to do what you could do. You are my shining star Kirsty."*

**Shelley Rostlund, Harbour 32**

*"I highly recommend Kirsty and her team of virtual assistants. Kirsty is a delight to work with and is reliable, proactive, efficient and always on the ball. We never need to give long briefs or go through several attempts to have a task complete, because Kirsty understands what is needed the first time, and even contributes excellent ideas. This was not at all what I expected of a virtual assistant. I have been pleasantly surprised!"*

**Phoebe Netto, Pure Public Relations**

*"Having Kirsty and Interim Business Solutions on our team means we have an extra pair of efficient and organised hands to help get things done and grow our business. Kirsty gets work done seamlessly and is always a pleasure to work with."*

**Melinda Samson, Click-winning Content**

*"Interim Business Solutions came into my business life when I was struggling to find the time to keep up with the demands of social media. Kirsty Wilson suggested I try their "tweet writing from blog posts" service which I did. I haven't looked back since. Now my blog posts are sent out into the social media world for me each week, leaving me to concentrate on my clients and business. This is such a great time-saver for me. Most of all, I really appreciate Kirsty's attention to detail and one-on-one care. Kirsty is a gem and I'm so glad that I found her business."*

**Louise McLoughlin, e-BAS Accounts**