

40 TASKS YOU CAN DELEGATE TODAY

A Practical Guide to Identifying What's Stealing Your Time

WHY THIS GUIDE EXISTS

You started your business or career to do meaningful work. But somewhere along the way, you became a full-time administrator, email responder, scheduler, and researcher.

Sound familiar?

The problem isn't that these tasks don't matter - they do. The problem is that **they don't require YOUR unique skills and expertise.**

This guide helps you identify exactly which tasks are consuming your time without contributing to your core goals. Whether you choose to delegate, automate, or eliminate them is up to you.

HOW TO USE THIS GUIDE:

- Go through each category honestly
- Put a checkmark next to tasks you currently handle yourself
- Note the estimated time each takes per week
- Add up your total - you might be surprised

Let's get started.

ADMINISTRATIVE TASKS

- Schedule and manage appointments** - Coordinate calendars, send reminders, reschedule conflicts (Save: 3-5 hours/week)
 - Inbox management** - Filter, label, respond to routine emails, flag priorities (Save: 5-7 hours/week)
 - Data entry** - Input information into CRM, spreadsheets, databases (Save: 2-4 hours/week)
 - Document formatting** - Create professional presentations, reports, proposals (Save: 2-3 hours/week)
 - File organization** - Organize digital files, cloud storage, create folder systems (Save: 1-2 hours/week)
 - Expense tracking** - Log receipts, categorize expenses, prepare reports (Save: 1-2 hours/week)
 - Meeting preparation** - Create agendas, prepare materials, send pre-meeting briefs (Save: 1-2 hours/week)
 - Meeting minutes** - Take notes, summarize action items, distribute to team (Save: 1-2 hours/week)
 - Invoice processing** - Create, send, and track invoices and payments (Save: 2-3 hours/week)
 - Document proofreading** - Check documents for errors, formatting consistency (Save: 1-2 hours/week)
 - Subscription management** - Track renewals, cancel unused services, manage accounts (Save: 1 hour/week)
 - Password management** - Organize credentials, update passwords, maintain security (Save: 1 hour/week)
 - Client onboarding paperwork** - Prepare contracts, welcome packets, initial documentation (Save: 2-3 hours/week)
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EMAIL & COMMUNICATION

- Email filtering** - Set up rules, unsubscribe from lists, organize inbox (Save: 1 hour/week)
 - Newsletter management** - Draft, schedule, and send email newsletters (Save: 2-4 hours/week)
 - Follow-up emails** - Send thank you notes, check-ins, reminders (Save: 2-3 hours/week)
 - Email templates creation** - Design reusable templates for common situations (Save: 1 hour/week)
 - Contact list management** - Update contacts, remove duplicates, segment lists (Save: 1-2 hours/week)
 - Voicemail transcription** - Listen and transcribe voicemails into text (Save: 1 hour/week)
 - Professional correspondence** - Draft letters, formal emails, business communications (Save: 1-2 hours/week)
 - Meeting coordination** - Send invites, collect availability, confirm attendance (Save: 2-3 hours/week)
 - Client communication** - Send updates, progress reports, check-in messages (Save: 2-3 hours/week)
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BUSINESS TRAVEL

- Flight booking** - Research options, compare prices, book optimal flights (Save: 2-3 hours/trip)
- Hotel reservations** - Find accommodations matching preferences and budget (Save: 1-2 hours/trip)

- Ground transportation** - Arrange car rentals, transfers, ride services (Save: 1 hour/trip)
 - Travel itinerary creation** - Compile all details into organized travel documents (Save: 1-2 hours/trip)
 - Visa and documentation** - Research requirements, prepare applications, track deadlines (Save: 2-4 hours/trip)
 - Travel insurance** - Compare policies, arrange coverage for trips (Save: 1 hour/trip)
 - Dining reservations** - Book restaurants for business meetings or personal enjoyment (Save: 30 min-1 hour/trip)
 - Loyalty program management** - Track points, maximize benefits, handle redemptions (Save: 1-2 hours/month)
 - Travel expense reconciliation** - Organize receipts, submit expense reports post-trip (Save: 2-3 hours/trip)
 - Emergency travel changes** - Handle last-minute rebooking, cancellations, modifications (Save: 1-3 hours when needed)
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RESEARCH & DATA

- Competitor research** - Monitor competitors' activities, pricing, strategies (Save: 2-3 hours/week)
- Product research** - Compare tools, software, services for business needs (Save: 1-3 hours/week)
- Event research** - Find conferences, networking events, speaking opportunities (Save: 1-2 hours/week)
- Data compilation** - Gather information from multiple sources into reports (Save: 2-3 hours/week)
- Presentation research** - Gather data, statistics, images for presentations (Save: 2-3 hours/week)
- Industry news monitoring** - Track relevant news, compile weekly summaries (Save: 2-3 hours/week)

Contact research - Find email addresses, phone numbers, LinkedIn profiles (Save: 2-3 hours/week)

Background research - Research topics, companies, or people for upcoming meetings (Save: 1-2 hours/week)

PERSONAL TASKS

Online shopping - Research and purchase personal or business items (Save: 1-2 hours/week)

Gift research and ordering - Find and send gifts for clients, team, family (Save: 1-2 hours/week)

Personal appointment scheduling - Book personal appointments (doctor, dentist, etc.) (Save: 1 hour/week)

Personal email management - Organize personal inbox, handle subscriptions (Save: 1-2 hours/week)

Event planning assistance - Help coordinate personal events, gatherings (Save: 2-4 hours/week)

Personal research - Research anything from vacation spots to home services (Save: 1-2 hours/week)

Bill payment tracking - Monitor due dates, set up payments, track receipts (Save: 1 hour/week)

Personal calendar management - Schedule personal commitments, family activities, appointments (Save: 1-2 hours/week)

WHAT NOW?

Take a moment to look at all the tasks you checked off.

That's a lot, isn't it?

Here's the thing: **you don't have to do all of this yourself.**

Some tasks can be automated with tools. Some can be eliminated entirely. And many can be delegated to someone whose zone of genius is handling exactly these kinds of things efficiently.

The question isn't whether you *can* do these tasks - clearly you can.

The question is: **what could you create, build, or achieve if you weren't spending 10-20 hours per week on them?**

That's the question worth answering.

Want to explore what delegation could look like for your specific situation?

I'm **Annalisa**, and I help professionals and business owners think through what to delegate and how to do it effectively.

Let's chat: annalisathevirtualcompass@gmail.com Or visit: [The Virtual Compass VA Services](#)