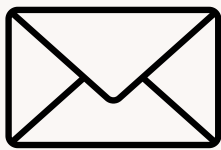




50 Everyday Tasks Your Assistant Can Handle For You

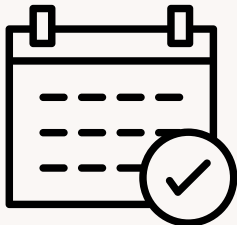
PRACTICE GUIDE



Email Management



Calendar Scheduling



Appointment Setting



Travel Bookings



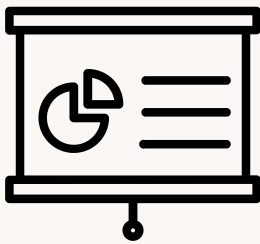
Research Projects



Data Entry



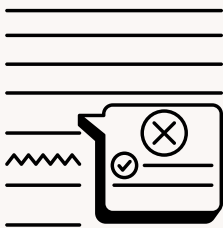
Document Formatting



Creating Presentations



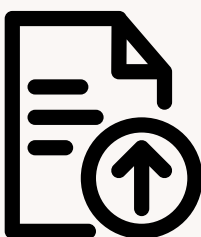
Social Media Management



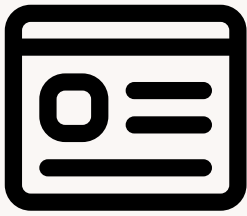
Proofreading And Editing



Creating Reports



CRM Updates



Blog Post Drafting



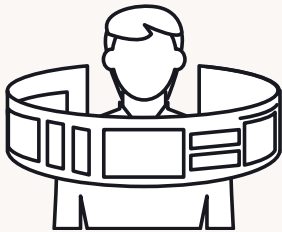
Invoice Processing



**Customer Service
Emails**



Follow-Up Calls



File Organization



**Transcribing Meeting
Notes**



**Managing Online
Subscriptions**



Ordering Supplies



Scheduling Interviews



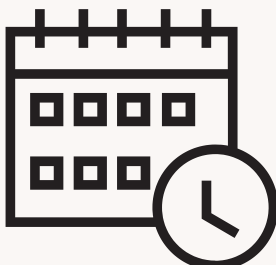
Lead Generation



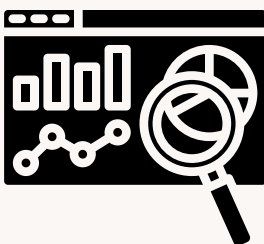
**Responding To
Inquiries**



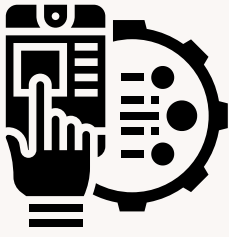
Content Scheduling



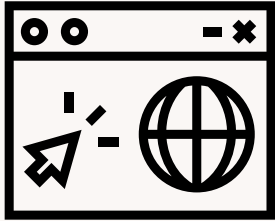
**Event Planning
Assistance**



Market Research



**Database
Management**



Updating Websites



Keyword Research



Competitor Analysis



Posting Job Ads



**Shortlisting
Candidates**



**Creating Email
Campaigns**



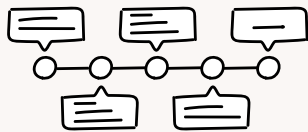
Managing Client Onboarding



Monitoring Industry News



Proofing Contracts



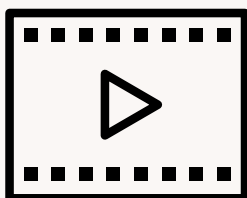
Managing Project Timelines



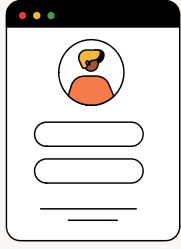
Updating Spreadsheets



Creating To-Do Lists



Editing Videos



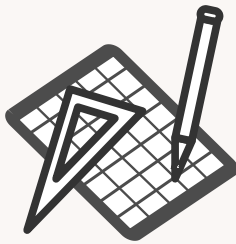
Updating Social Profiles



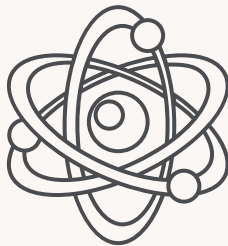
Setting Up Reminders



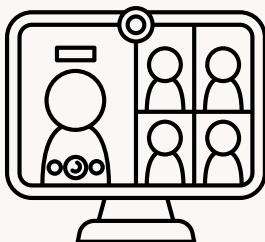
Sending Thank-You Notes



Newsletter Drafting



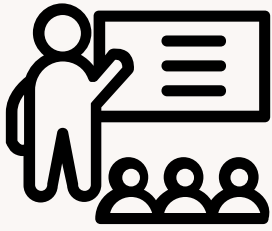
Creating Graphics



Scheduling Webinars



Coordinating Deliveries



Preparing Meeting Agendas



Organizing Expenses



Reviewing Proposals

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