

Tasks to Delegate To An Executive Assistant

Having an executive assistant is a game changer to your business. Think of an E.A. as your partner in business who can help you get to the next level, by freeing up your time from the day to day tasks so you can focus on the bigger goals and visions.

Here are some tasks that you can delegate to your executive assistant.

Calendar Management

- > Scheduling appointments
- > Managing both business and personal calendars

Email Management

- > Cleaning up and monitoring inbox(es)
- > Responding to emails on your behalf

Voicemail management

- > Follow up and returning calls

Travel Arrangements

- > Booking flights, rental cars, hotels
- > Travel itineraries

Meeting preparation and follow up

- > Scheduling and confirming meetings
- > Creating agendas and powerpoint presentations for meetings
- > Sending out meeting notes after meetings

Tasks to Delegate To An Executive Assistant

Research and assistance on projects

Compiling and sending expense reports and reimbursement forms

Creating and sending invoices

**Sending gifts/cards, etc for birthdays, anniversaries,
appreciation, etc**

Ordering items/products

Managing social media accounts

- > Creating graphics, posting content, responding to comments
- > Posting blogs
- > Sending e-blast/e-bulletins
- > Scheduling and sending text messages
- > Posting videos to Youtube
- > Simple updates to website

CRM database management

Printing and distributing reports