

# When do I need a Virtual Assistant?

## Establishing your administrative needs

Categorising administrative tasks can highlight if you can utilise additional support. Some tasks are business owners or management only and some could be completed by a Virtual Assistant.

Whether you like to use lists, buckets, or colour, writing all the tasks you complete and allocating them will showcase what tasks can be passed onto an assistant.

Personally I am a list and colour person. Start with your list and 2 columns or even 3 and allocate the tasks between “me only”, “someone else” or “team”. Give it a try and see how big the “someone else” column is. You might be surprised!

Advantages could mean you having more time on the actual stuff that makes you money!

To the right are some ideas of tasks and overleaf is a template to help you categorise.



If any of this is relating to you, let's chat and see where you may need support.

ME JOBS

SOMEONE ELSE COULD DO

MONTHLY JOBS SOMEONE  
ELSE COULD DO

WEEKLY TASKS SOMEONE  
ELSE COULD DO