

Task List	Category	Hourly Price	Hours per Week	Me	Other
Answer phone					
Pick up voicemail					
Respond to voicemail					
Make appointments					
Set up conference calls, Zoom calls, webinars					
Record calls and webinars					
Edit calls, webinars, videos					
Post calls and webinars					
Send calls & associated materials to clients					
Create blogs					
Create videos					
Post videos, blogs, articles to website					
Create social media posts					
Post to social media					
Review social media					
Respond to social media					
Get mail					
Review mail					
Respond to mail					
Pay bills online, write checks					
Do banking					
Collect receipts for expenses & scan into online files					
Ensure correct information on the face of receipt					
Enter income and expenses into accounting software					
Create email for marketing					
Create email for clients					
Review email					
Respond to email					
Create terms and conditions of use					
Post terms and conditions of use					
Create employment contract for independent contractors					
Create employment contract for employees					
Create & adjust marketing campaigns					
Review marketing stats					
Find articles, emails, blogs useful to clients					