





FILIPINO VIRTUAL ASSISTANCE-CHINA

Action Item

ACTION ITEMS CHECKLIST

Note: Give yourself 1 month at most to finish everything. I recommend, days 1 to 3 to be done in the 1st two weeks. Days 4-5 in the last two weeks.

Day 1

- List down the deepest reasons WHY you want to change your financial situation
 - List the things you want to achieve from the benefits I mentioned.
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Day 2

- Get a piece of paper and write down “I am my own boss”. Now say it out loud. Now post it out, whether it’s via Facebook or you call someone up and tell them.**

Day 3

A. **Assess your skills:**

General Virtual Assistance

- Data Entry in Word, or Google Docs
 - Transcription (transcribing voicemail, video or audio, podcasts etc.)
 - Internet Research
 - Typing
 - Forms Creation
 - Executive Assistance
 - Making Reports (Creating basic reports (reports on weekly tasks, deliverables, sales))
 - Sending Invoices
 - Project Management & Training Tasks
 - Email Management/Filtering
 - Setting up Autoresponders (Aweber, Mailchimp)
 - Booking appointments with clients
 - Following up with clients/customers (sending thank you and other reminder emails)
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- Receptionist duties (answering occasional calls)
- Calendar Management
- File Management (organizing files using Dropbox etc)
- Database building (eg. updating email or contact lists on your CRM)
- Research on certain topics for blogposts, newsletters or others
- Personal errands (purchasing gifts for loved ones / family members online)
- Hotel and Flight Booking
- Bookkeeping and Accounting Tasks
- Taking down minutes of meetings
- Preparing Slideshows (Powerpoint Presentations)
- Liaison between you and other team members
- Recruitment (source for other team members like writers or graphic artists)
- Answering support tickets (with the use of Zendesk)
- Dropbox / Google Drive Organization
- Creating / Managing Spreadsheets
- Preparing Powerpoint / Keynote Presentations
- PDF Conversion, Splitting and Merging

Social Media Management and Marketing (SMM) Tasks

- Set-up Social Media Accounts (Facebook, Twitter, LinkedIn, Youtube)
 - Manage and update Social Media Accounts
 - Tracking of Social Media Accounts
 - Facebook Ads
 - Marketing Plan
 - Posting and Scheduling Facebook Insights
 - Promotions and marketing
 - Content planning
 - Collating and Interpreting Insights
 - Managing and Increasing Your Twitter Following
 - Uploading Videos on YouTube
 - YouTube Optimization
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- Moderating YouTube Comments
- Uploading Videos to other Video Sharing Sites / Social Media
- Answer inquiries and Messages on All Channel & Profiles
- Create Slideshare Presentations
- Joining SMM groups and interacting
- Increasing followers

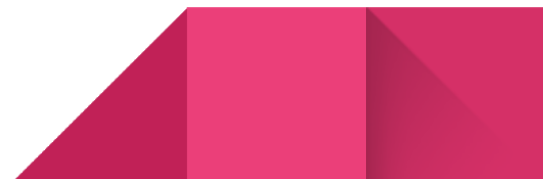
Simple Web Design Tasks

- Keyword Research for a website
- Website Creation
- Website Design
- Website Optimization
- Adding pages
- Adding posts
- Landing pages
- Adding content in websites

Content Marketing (CM) Tasks

- Keyword Research for Blog Content
- Article Writing
- SEO Writing
- Content / Blog Post Creation 66. Guest Blogging / Ghost Blogging
- Manage your Blog
- Publish posts on your Blog
- Filter and reply to comments on your blog
- Press Release Writing
- Article Spinning
- Article Marketing

Search Engine Optimization (SEO) Tasks



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- Blog commenting
- Participating in discussion forums or message boards
- SEO Writing
- Press Release Writing
- Newsletter Writing
- Copywriting
- Directory Submission
- Site Analysis
- Keyword Research
- SEO Campaign Plan
- Competitor Analysis
- Landing Page Set-up/Creation
- Web Master Submission
- Sitemap Submissions
- On-page optimization
- Off-page optimization
- Social Bookmarking (Digg, Stumble Upon, Reddit, Digg, Delicious)
- Creating a Social Bookmarking Tracking Sheet
- Forum Participation / Moderation
- Creating Backlinks / Link Buidling
- Weekly / Monthly Google Analytics & Traffic Reports
- Monthly Keyword Ranking Reports

Graphics Designs Tasks

- Designing Logos, Banners, Icons, eBook Covers and Headers
- Designing Infographics Images (Content Provided)
- Designing Websites, Creating Mock-Ups
- Designing Landing / Sales / Opt-In Pages
- Basic Video Editing (Splicing Intros & Outros with Raw Footage)



Web Developer Tasks

- Support and Develop WordPress (PHP) Websites
- Install WordPress Plugins and Themes
- WordPress Theme Customization
- WordPress Functionality and Plugin Enhancement
- Site Maintenance / Security and Troubleshooting
- CRM Integration & Social Media Integration
- Payment Gateway Integration
- Install and Support an Email Ticketing System (eg. ZenDesk)

Audio/Video Editor

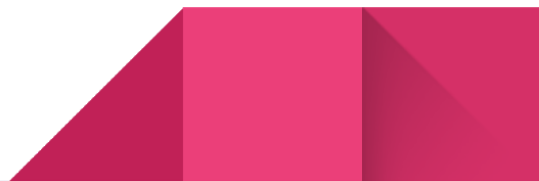
- Basic Editing of Audio Files
- Removing Background Noise from Audio and Video
- Adding Intro's and Outro's to Videos
- Basic Photoshop / Image Editing (Not Graphic Design)
- Powerpress (Podcasting WP Plugin) Installation
- Podcast Setup on iTunes
- Podcast Insertion on Blogpost

Email Marketing Tasks

- Creating a New List in Email Marketing Software
- Adding and Removing Subscribers from Lists
- Creating and Scheduling Broadcast Emails to Promote Content
- Editing Follow-up Emails and Auto-responders
- Creating Email Newsletters
- Editing / Proofreading Emails

Lead Generation Tasks

- Building Lists



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- Email Handling and Responding
- Generating Leads via Social Media
- Generating Leads via Google and SERPs

B. **Practice the skills that you have learned today.**

C. **Learn Additional skills**

D. **Create and service your packages**

E. **Join Freelancing/ entrepreneurial FB group**

Day 4

- Create a Resume, Choose your brand (What VA skill you want to highlight)
- Network in Facebook groups
- Give Free services in exchange for testimonials
- Create profile on your freelance websites
<https://talent.hubstaff.com/>
www.onlinejobs.ph
- Bid on freelance jobs:
Recommended quota: 10+per day.
- Ask for referrals from family and friends.

- Ask potential clients if they are h

Day 5

- Write down 3 main goals you'd like to reach in 6 months.
- Follow that up with 3 plan-points for each major goal.

