

# *101 Business Tasks You Can Outsource Starting Today!*



By Donna-Marie Coggins

**1.**

# Graphic Design

# 2.

## Bookkeeping

**3.**

# Accounting

# 4.

## Social Media Account Set-Up

**5.**

# **Social Media Account Management**

6.

## Social Media Graphics

**7.**

# **Blog Management**



**8.**

# **Blog Post Writing**

9.

## Article Writing

# 10.

## Article Submission

# 11.

## Email Writing

# 12.

## Database Management

# 13.

## List-Building Management

**14.**

# **Website Design**

# 15.

## Set-Up And/Or Run Your Webinars



# 16.

## Content Management

# 17.

## Content Distribution

**18.**

## **Management Of Your Personal Emails**

# 19.

## Video Creation

# 20.

## Video Marketing

# 21.

## Video Editing

# 22.

## Project Management

**23.**

## **PowerPoint/KeyNote Presentation Creation**



# 24.

## Customer Support

# 25.

## Newsletter Writing

# 26.

## Customer On-Boarding

# 27.

## Travel Management

# 28.

## Search Engine Optimisation

# 29.

## eBook Writing

**30.**

## **Report Writing**

# 31.

## Grant Submissions



# 32.

## Accommodation Booking

**33.**

## **Office Cleaning**

# 34.

## Diary/Calendar Management

35.

## Phone Answering

# 36.

## Event Management

**37.**

## **Debt Collection**

38.

## Editing

39.

## Car Maintenance



40.

**Live-Streaming**  
***(e.g. Facebook Lives)***

41.

# Research

42.

## Google Analytics' Management

# 43.

## Facebook Advertising

44.

## Google AdWords' Management

45.

## Website Tracking And Analytics

46.

## Split-Testing

47.

## Sales Calls



48.

# Insurance Management

49.

## Sales Assistant

**50.**

## **Product Fulfillment**

**51.**

## **Birthday Or Special Occasion Gift Shopping**

52.

# Photography

**53.**

## **Public Relations**

# 54.

## Marketing Strategy

55.

## Security Management



**56.**

## **Bill Paying**

# 57.

## Video Intros And Outros

**58.**

## **Shopping Cart Management**

59.

## Audio Recording

60.

## Podcast Set-Up And Management

61.

## Logo Design

**62.**

## **eBook, Book Or Report Cover Design**

63.

**Affiliate Program Manager**  
***(For Your Own Products)***



64.

## Joint Venture Manager

65.

## Banner Ad Design

66.

## Infographic Design

**67.**

## **Domain Name Research**

**68.**

# **Domain Name Registration Management**

69.

## Hosting Account Management

**70.**

## **App. Developing**

**71.**

# Proof-Reading



**72.**

# Copywriting

**73.**

# Translation

74.

# Transcription

75.

## Legal Issues

**76.**

## **Data Analysis**

**77.**

# Printing

**78.**

# Product Development

79.

## Quality Assurance



80.

## **Customer Feedback And Testimonial Management**

# 81.

## File Conversions

**82.**

# **General Admin. Management**

83.

## Appointment Setting

84.

## Tech Support

85.

## Spreadsheet Management

86.

## Document Formatting

# 87.

## Document Template Creation



**88.**

# **Mail Collection And Management**

# 89.

## Blog Comment Moderation

90.

## Photo Editing

# 91.

## Team Management

# 92.

## Training And FAQs

93.

## Competitor Research

94.

## Social Media Listening

95.

## Web Site Audit



96.

**Community Management**  
***(e.g. Facebook Groups,***  
***Forums)***

# 97.

## Banner Ad Management

98.

## Keyword Research

# 99.

## WordPress Site Updates

# 100.

## Source And Manage Guest Bloggers

# 101.

## Business Management

Sit back and relax...



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