

# OFFICIALSPIN

## What Tasks Should You Assign Your Virtual Assistant

**As a business owner who is used to doing everything, you are probably wondering what value a VA can provide you**

Published on June 30, 2009, by Lawrence Perry, (OfficialWire), LONDON, ENGLAND

All businesses could do well with a good virtual assistant. If you don't know how you can benefit from the services of a virtual assistant, here is a list of four things a VA can do for your company:

- 1.) Tasks that you don't enjoy doing. With all the tasks that need to be done in the office, you are better off focusing on the tasks that you enjoy doing and just outsource all the other tasks that you don't enjoy doing at all. By doing more of the things you enjoy doing at work and less of the stuff you don't, you spend more quality and productive time in the office. Your office productivity doesn't suffer because someone else is taking care of the other tasks that you don't enjoy doing.
- 2.) Tasks that other people can do better than you. You can't possibly do everything in the office with expertise and ease. If there is a task you are struggling to perform, you should definitely consider hiring a virtual assistant to perform that task. If a job can be done better and faster by a virtual assistant then why do you need to struggle with it? Hire a virtual assistant and simplify your life.
- 3.) Tasks that you don't know how to do. Even if you want to learn these tasks, you need to consider that during the time that you are still learning to do these things that someone in your office might not be able to perform the tasks well. Sometimes you can't afford to delay the performance of certain tasks like book keeping and other accounting functions and the easiest solution available to you is to hire someone who can easily perform the tasks.
- 4.) Repetitive tasks that take up too much of your time but does not require a physical presence in the office to perform. As business owner or busy executive, you don't need to waste your time doing repetitive tasks that others can do for you. You need to evaluate- "how much is my time worth?" " to determine which tasks you should be doing and which ones you are better off designating to others. If you can spend your time developing better products and business processes then you should definitely hire a virtual assistant to do the repetitive and time-consuming tasks.