



What can I do
for you
in just
1 hour?



FROM
£30/
HOUR

- * Write newsletters
- * Create presentations
- * Send gifts
- * Update client database
- * Research & book meeting venues
- * Draft social media posts
- * Chase unpaid invoices
- * Make calls



100 Ways In Which I Can Support Your Business...

1. Analyse a given market size and opportunity
2. Archive and sort thousands of emails
3. Arrange overseas shipping by sea or air
4. Ask for testimonials on your behalf
5. Be your right-hand woman
6. Book transport for your clients
7. Build a customer database
8. Categorise your clients for marketing
9. Cater flexibly for different needs
10. Chase unpaid invoices
11. Check privacy and security settings on your accounts
12. Choose and book accommodation
13. Circulate information to seminar attendees
14. Collaborate with you and your team
15. Collate material for brochures and handouts
16. Communicate with your clients
17. Compose presentations
18. Conduct regular stock takes
19. Construct print-ready artwork
20. Control complex projects
21. Coordinate events
22. Cover for you during absence/holiday
23. Create email templates
24. Design flyers
25. Determine the best price for your business supplies
26. Devise PowerPoint presentations
27. Distribute newsletters
28. Draft social media posts
29. Draw up your business continuity handbook
30. Edit PDFs, add and remove pages
31. Encourage you to delegate
32. Establish business processes
33. Filter CVs and conduct phone interviews
34. Find new suppliers
35. Follow-up on sales quotes
36. Formulate spreadsheets
37. Function with integrity and honesty
38. Gather feedback
39. Generate marketing materials
40. Handle event bookings
41. Help you become more organised
42. Hire and supervise agency staff
43. Identify experts for specific tasks
44. Improve the layout of your documents
45. Include text, logos and watermarks on images
46. Increase your efficiency
47. Inform your customers with targeted newsletters
48. Invite guests and manage replies
49. Investigate different options
50. Liaise with venue and event co-ordinators
51. Listen to what you need and suggest creative solutions
52. Locate lost property
53. Look into publishing deals
54. Maintain your CRM
55. Make your business operate more professionally
56. Manage memberships
57. Meet and greet at client days
58. Operate autonomously
59. Order flowers
60. Organise events
61. Oversee emptying of warehouse and transfer of stock
62. Perform tasks quickly and accurately
63. Phone clients on your behalf
64. Plan schedules with you
65. Produce templates for re-use
66. Proofread documents
67. Provide ad-hoc and one-off support
68. Publicise events on social media
69. Put together delegate packs/handouts
70. Rebrand existing materials with your new logo and colours
71. Recommend other professionals when needed
72. Reduce the time you spend faffing about
73. Register users for online systems
74. Remind you about important deadlines
75. Represent your business
76. Request and manage delivery of printed materials
77. Research any topic
78. Resize images for use in other documents
79. Respond to interactions on social media platforms
80. Schedule appointments
81. See a problem through to the end
82. Seek out new premises
83. Select menus and collate dietary requirements
84. Sell seats at your next event
85. Send Christmas cards
86. Set email filters and rules
87. Set-up a call handling service
88. Solve problems innovatively
89. Source appropriate client gifts
90. Spellcheck your LinkedIn profile
91. Suggest ideal meeting venues
92. Support your business in almost any aspect
93. Take minutes in meetings
94. Train you in processes and software
95. Type up handwritten notes
96. Unsubscribe you from unwanted email lists
97. Upload your contracts for electronic signature
98. Use a trade print supplier
99. Visit your office
100. Work remotely