



A FREE GUIDE FROM SONVAA

20 Tasks You Can **Hand Off** Today

A practical checklist for founders and busy professionals ready to take back their time.

WHY THIS MATTERS

You didn't start your business to do this.

Most founders don't struggle to find time to work — they struggle to find time for the work that actually matters. The inbox, the scheduling, the admin: it all has to get done, but none of it needs to be done by you.

The tasks on the next page are the ones we see founders holding onto the longest — usually not because they enjoy them, but because handing them off feels like one more thing to organise.

This guide is designed to make that first step simple: read through, tick what applies to you, and you'll have a ready-made list for your first conversation with a VA.

Let's get started.

THE CHECKLIST

Tick what you're still doing yourself.

INBOX & CALENDAR

- ☐ Sorting & triaging emails
- ☐ Scheduling meetings
- ☐ Booking travel & itineraries
- ☐ Sending calendar reminders

ADMIN

- ☐ Data entry
- ☐ Expense tracking
- ☐ Invoice preparation
- ☐ Document formatting
- ☐ Filing & organising records

RESEARCH

- ☐ Competitor research
- ☐ Online form filling

CLIENTS & CRM

- ☐ CRM data entry
- ☐ Client follow-up emails
- ☐ Basic customer queries

PROJECTS

- ☐ Task & deadline tracking
- ☐ Meeting notes & action points
- ☐ Progress check-ins with your team

SOCIAL & CONTENT

- ☐ Scheduling posts
- ☐ Writing captions
- ☐ Replying to comments/DMs

Ready to hand these off for real?

Book a free 15-minute discovery call and let's work out
exactly what you can take off your plate — no pressure,
no obligation.

GET IN TOUCH

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