

50 BUSINESS ADMINISTRATION TASKS YOU DIDN'T KNOW YOU COULD OUTSOURCE

Businesses of all sizes outsource administration tasks to drive efficiencies and create space for growth. But what tasks should you offload first?

Use this checklist to:

- ✓ Identify which areas of your business should be outsourced and which should remain in-house
- ✓ Identify areas of your business that could benefit from outsourcing
- ✓ Expand your thinking around outsourcing and identify questions to ask the team at The Administration Agency!

Time Management

- Set up Task Management software
- Email Management
- Executive Assistance
- Personal Assistance

Email Organisation

- Clearing Inbox
- Replying to inquiries
- Decluttering spam

Meeting Management

- Sending calendar invites
- Sending agenda to attendees
- Keep meeting notes and organise meeting records

Finance

- Sending Invoices
- Following up on Late Payments
- Bookkeeping
- Creating reports (P&Ls, Balance Sheet)
- BAS preparation

Team Collaboration

- Setting up systems
- Coordinating meetings

Project Management

- Setting up systems
- Coordinating projects from start to finish
- Developing project plans

Reporting

- Create Finance report
- Create social media reports

Hiring

- Write Job Descriptions
- Publish jobs on main website
- Liaise with recruiter
- Filter applicants
- Pre-screen applicants
- Set up contracts

Social Media

- Create content calendars
- Design creatives
- Write copy for posts
- Schedule Posts
- Monitor engagement

Graphic Design

- Design templates
- Design logos
- Create branded templates for social media
- Create branded reports and other documents

Governance

- Creating and amending policies
- Creating and amending procedures
- Board support
- Board administration
- Board reports
- Creating strategic frameworks

Content

- Creating blogs
- Creating social media messaging
- Copywriting

Event Management

- Coordinating and researching events
- Planning and coordination

Website

- Creating a new website
- Modifying an existing website
- Uploading fresh content to your website

Assistance

- Executive Support
- Board Support

We hope this checklist will help you identify the business tasks you would like to outsource so that you can get more time back and fast track your growth!

Book a Discovery Call with The Administration Agency today by clicking [here](#).

