



OUTSOURCING CHECKLIST

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Outsourcing Checklist

Admin Tasks

Tick	Task
	Calendar Management
	InBox Management
	Research
	Basic Book Keeping Tasks
	Organising your files
	Reporting

Social Media Tasks

Tick	Task
	Finding Images
	Finding Images and Hashtags
	Scheduling Posts
	Replying To Comments
	Watching Social Media Platforms
	Social Media Reporting
	Recycling Old Posts

Outsourcing Checklist

Blogging

Tick	Task
	Creating a Blog Post
	Scheduling Blog Posts on Social Media
	Find Images/Resize images
	Find Links
	Keyword Research
	Video Editing/Uploading

Digital Product Creation

Tick	Task
	Create Powerpoint slides
	Transcription of webinars/video content
	Upload Content
	Create workbooks
	Testing
	Proofreading
	Formatting/Graphic Design

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Other Tasks

Tick	Task