✔ Check off any item you're good at or **love to do**.
X off items you're either are not good at or **do not** like to do.

CHECKLIST	
☐ Bill Pay	☐ Database updates
☐ A/R – Invoicing clients	☐ Drip Marketing processes
☐ Bookkeeping	☐ Create forms, checklist, evaluations, templates
☐ Collections	☐ Product fulfillment / shipping
☐ Bank reconciliations	☐ Prospects – follow up, send company info,
☐ Answering phone /receptionist	☐ Newsletter
☐ Schedule / confirm appointments	☐ Transcribe
☐ Product research	☐ Email processing
☐ Program research	☐ Create and update auto responders
☐ Marketing research	☐ Online profile updates
☐ PR – Press Releases, Media	☐ Ordering office supply
☐ Logo / graphics	☐ Vendor Credit update
☐ Creating Marketing Materials	☐ Price quotes
☐ Article editing/proofing or writing	☐ Direct Mail campaigns
☐ Website updates	☐ Marketing campaigns
☐ SEO – Keyword Search	☐ Customer Service satisfaction surveys/calls
☐ Blog	☐ Payroll
☐ Social Media updates	☐ Posting Videos
☐ Daily, weekly, monthly reporting	☐ Create Audio Cd's
☐ Backup computers	☐ IT software/hardware
☐ Software updates or installation	☐ Filing
☐ Travel arrangements	☐ Scanning
☐ Event Planning	☐ Networking
☐ Event Registration	☐ Cold Calling
☐ Client follow up Calls, Thank Yous, emails	☐
☐ Power Point creation	☐

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