

THE SOCIAL HIVE

50 THINGS YOU CAN DELEGATE TO AN EXECUTIVE ASSISTANT

You don't have to do everything yourself. Use this list to spot the tasks that could be handed over to an Executive Assistant or Business Support Manager.

ADMIN & ORGANISATION

1. Inbox management
2. Calendar management
3. Appointment scheduling
4. Meeting preparation
5. Meeting notes and action points
6. Document formatting
7. Data entry
8. File and folder organisation
9. Creating templates
10. Researching suppliers or services
11. Travel research and itinerary planning
12. General online research

FINANCE ADMIN

13. Preparing invoices
14. Tracking outstanding invoices
15. Chasing overdue payments
16. Organising receipts
17. Uploading finance documents
18. Bookkeeping administration
19. Transaction reconciliation support
20. Preparing information for your accountant
21. Reviewing recurring subscriptions
22. Maintaining finance trackers

CLIENT & CUSTOMER SUPPORT

23. Responding to routine enquiries
24. Booking client appointments
25. Sending confirmations and reminders
26. Client onboarding administration
27. Client follow-ups
28. Updating client records
29. CRM administration
30. Preparing client documents
31. Sending feedback requests

32. Keeping track of outstanding client actions

BUSINESS OPERATIONS

- 33. Creating weekly to-do lists
- 34. Maintaining project trackers
- 35. Monitoring deadlines
- 36. Supplier communication
- 37. Comparing quotes
- 38. Organising team meetings
- 39. Preparing agendas
- 40. Maintaining SOPs/process documents
- 41. Creating recurring task lists
- 42. Organising shared drives

MARKETING SUPPORT

- 43. Content scheduling
- 44. Email marketing administration
- 45. Content calendar management
- 46. Organising marketing assets
- 47. Social media analytics reporting
- 48. Updating website content
- 49. Campaign administration
- 50. Marketing research

THE DELEGATION TEST

For every task you regularly do, ask:

1	Does this genuinely need to be done by me?
2	Does it require my expertise or simply my time?
3	Would the business benefit if I got this time back?
4	Could someone else do it with the right instructions?

YOU DON'T HAVE TO DO EVERYTHING JUST BECAUSE YOU CAN.

The right support should give you back time, headspace and consistency — not create more work to manage.

If you have identified a list of tasks you could hand over, that's exactly where The Social Hive can help.