

The Ultimate *Delegation Guide* for Business Owners

Your time is valuable and it deserves to be spent on the work only you can do. Inside this guide, you'll find 25 tasks you can hand to a VA and start reclaiming your week.

15+

hours freed
up per week

25

tasks ready
to delegate

£0

cost for your
first call

You deserve to spend your time on what *matters most.*

You started your business because you had something brilliant to offer. And the chances are, you still do - but right now, a big chunk of your week is being spent on tasks that, honestly, don't need you.

The good news? That's completely fixable. Delegation isn't about losing control - it's about giving yourself the space to do the work you're actually great at.

A Virtual Assistant can take care of the day-to-day tasks that keep piling up, so you can focus on the bigger picture. Whether you're a solo founder or leading a growing team, the right support makes a real difference.

This guide gives you a clear, practical starting point - 25 tasks you could hand over, across five areas of your business.

How to use this guide.

- 1 Browse all 25 tasks across the five categories below
- 2 Note the ones that are currently taking up your time
- 3 See how much time you could get back each week
- 4 Book a free discovery call and we'll put a plan together for you

Inbox & Diary Management

Often the first things people delegate - and the ones that make the biggest immediate difference

1

Inbox Triage

Your Va filters your emails, removes the noise, and makes sure only the things truly need you land on your radar.

2

Customer Service Replies

Warm, helpful responses to routine queries and FAQs - sent on your behalf using templates you've agreed together.

3

Meeting Scheduling

No more back-and-forth. Your VA handles the coordination, sends the invites, and sets up the links.

4

Diary Protection

Your focus time, lunch breaks, and personal commitments stay protected - because your time matters too.

5

Meeting Preparation

Relevant notes, documents, and context waiting in your calendar invite before every call. You'll always feel prepared.

Financial Administration

Keep things ticking along smoothly without it all depending on you to remember.

6

Raising Invoices

Professional invoices sent on time, every time - so your cash flow doesn't depend on a spare five minutes in your diary.

7

Credit Control

Friendly, consistent follow-ups on late payments so you get paid without the awkward conversations.

8

Expense Tracking

Receipts looged into Xero, QuickBooks, or Dext as they arrive - no more last-minute panic at tax time.

9

Basic Bookkeeping

Bank feeds reconciled and expenses categorised, so your accounts stay clean and your accountant stays happy.

10

Supplier Payments

Payments prepared and ready for your approval, so your suppliers are always looked after on time.

Marketing & Communications

Stay visible and consistent - even during your busiest weeks.

11

Newsletter Formatting

Your draft, beautifully formatted in Mailchimp with images added and the send scheduled. Done.

12

Blog Uploading

Articles uploaded to your site with headers formatted, SEO descriptions added, and imagery sourced - ready to publish.

13

Social Media Scheduling

Your content scheduled across LinkedIn, X, or Instagram using Buffer or Hootsuite, so your presence stays consistent.

14

Community Management

Genuine, thoughtful replies to comments and messages - keeping your audience engaged and feeling valued.

15

Performance Reporting

A clear monthly snapshot of what's working across your websites, emails, and social - without the data overwhelm.

Operations & Project Management

The behind-the-scenes tasks that keep everything running as your business grows.

16

CRM Management

Contracts added, records updated, and leads tagged in HubSpot or Salesforce - so nothing and no one slips through the net.

17

Project Tracking

Projects set up in Asana, Trello, or Monday.com with tasks assigned and deadlines chased, so things actually get done.

18

Document Formatting

Your rough notes or draft slides transformed into a polished, on-brand document you'd be proud to share.

19

Process Documentation

You do the task once on a screen recording, your VA turns it into a clear written process for your team to follow.

20

Travel Coordination

Flights researched, hotels booked, and a neat itinerary ready to go - so your trip is one less things to think about.

Event & Personal Support

The detail-heavy tasks that take hours - and are so much easier when someone else handles them.

21

Venue Sourcing

Options researched, quotes gathered, and a shortlist of the best three presented to you - with a recommendation included.

22

Speaker Liaison

Bios, headshots, and slides chased and collected from your speakers well ahead of time, so event day runs smoothly.

23

Attendee Management

Your event page managed, guest questions answered, and dietary requirements tracked - all taken care of.

24

Gift Purchasing

Thoughtful, on-brand gifts sourced and sent to clients or team members on your behalf - at just the right moment.

25

Market Research

Hours of research distilled into a clear, concise summary so you can make confident decisions without the deep dive.



Ready when you are, let's find your *time back.*

At &Breathe, we work with business owners just like you - people who are brilliant at what they do and just need the right support around them.

A free discovery call is the easiest first step. No pressure, no hard sell - just a friendly conversation about where you are and how we can help.

[BOOK YOUR FREE
DISCOVERY CALL](#)

www.andbreatheva.co.uk
hello@andbreatheva.co.uk
London, UK

YOUR FREE DISCOVERY CALL

Here's what to expect:

A relaxed, focused conversation

We'll talk through how your week looks and where the pressure points are.

We listen first, then suggest

No cookie-cutter solutions - we work out what would actually help you.

We find your perfect match

We'll introduce you to a VA who suits your industry, style, and pace.

You leave with a clear next step

A practical plan, not a vague promise - so you know exactly what happens next.

Completely free, no obligation

If it's not the right fit, that's okay too. We just want to be helpful.

What you've just explored:

5 areas of your business you can delegate
25 tasks ready to hand over today
10-15 hours you could get back each week
A simpler, more supported way to work