



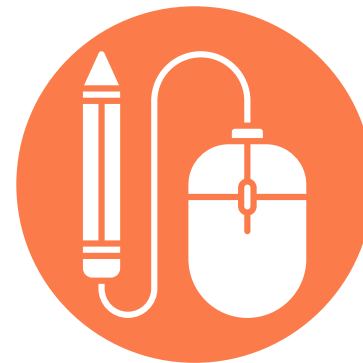
**50 tasks you can delegate to your speaker marketing team**

# 50 tasks you can delegate to your speaker marketing team



## Web Development

Update and make improvements to your websites



## Graphic Design

Create social media posts, e-books, logos, branding guide



## Video Marketing

Editing, graphics creation and animation



## Financial Coordination

Managing invoices, payroll, receipts



## Digital Marketing

Social media strategy, scheduling, advertising



## General Administration

Receptionist, reports, diary management, data-entry

# 50 tasks you can delegate to your speaker marketing team



## 1. Keyword Research

Conducting SEO keyword research and writing a list of ideas for blogs



## 2. Creating Landing Pages

Creating and updating pages on your website for specific campaigns



## 3. Google Analytics

Monitoring your website weekly and monthly and putting together reports



## 4. Website Updates

Monthly updates for website ensuring it is up to date, backed up



## 5. Back Links

Link building exercise to increase organic ranking on Google

# 50 tasks you can delegate to your speaker marketing team



## 6. Fixing Links

Fixing broken links on your website



## 7. Providing Technical Support

Providing support to staff in regards to web technology



## 8. Product Tags And Updates

Updating products and SEO Meta Tags



## 9. Loading Times

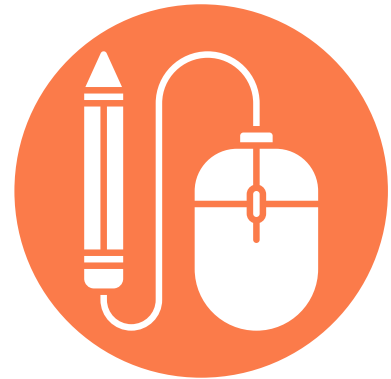
Reducing image sizes and ensuring loading times are optimised



## 10. General Website Updates

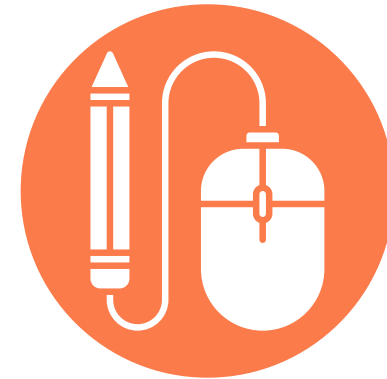
Any general website updates that are required

# 50 tasks you can delegate to your speaker marketing team



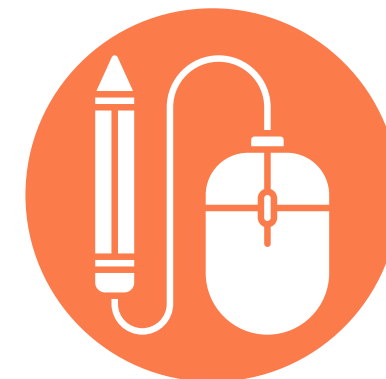
## 11. Creating A Ebook

Research and create a Ebook



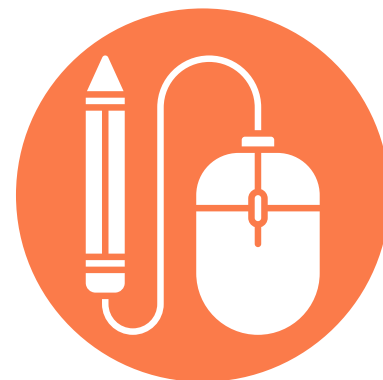
## 12. Creating Flyers, Letterheads

Creating flyers, letterheads, logo designs, landing page graphics for your business



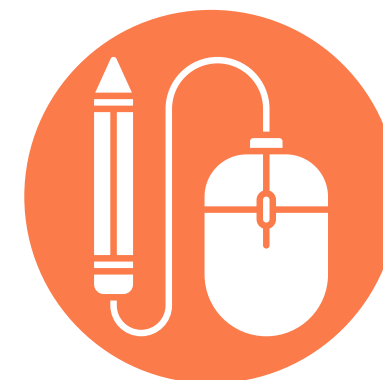
## 13. Updating Website

Updating Website with new graphics and images



## 14. Social Media Graphics

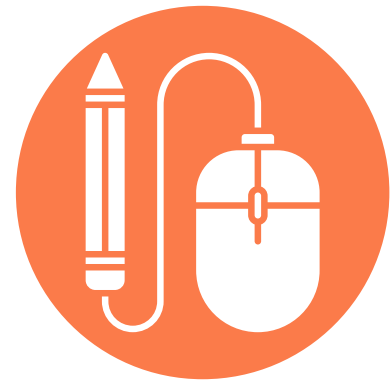
Creating Social Media Graphics for Facebook, Instagram, Pinterest



## 15. Social Media Headers

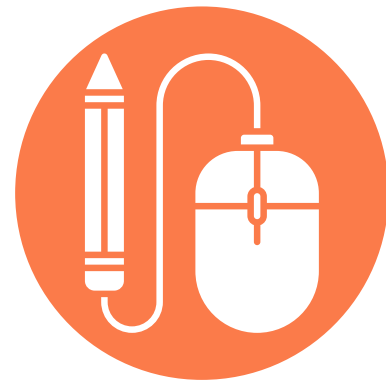
Graphics for Social Media Headers

# 50 tasks you can delegate to your speaker marketing team



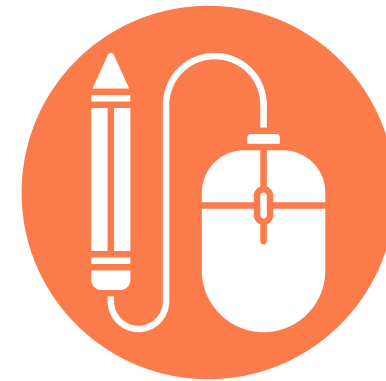
## 16. Images For Videos

Creating graphics for videos



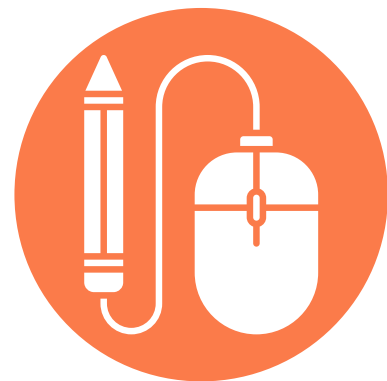
## 17. Updating Manuals

Updating and creating training manuals



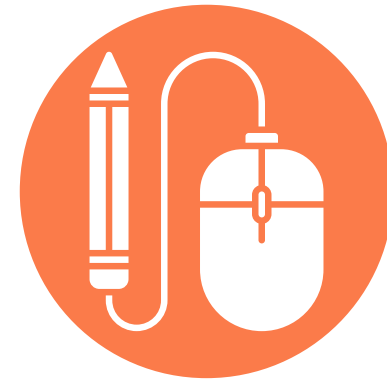
## 18. Brand Portfolio

Building and updating your brand portfolio



## 19. Photoshop

Editing images in photoshop



## 20. Infographics

These are great to use for social media

# 50 tasks you can delegate to your speaker marketing team



## 21. Article and Blog Creation

Creating articles and blogs



## 22. Scheduling Social Media Posts

Scheduling social media posts on facebook, instagram and other



## 23. Creating Video Content

Creating video content and posting across social media



## 24. Performing Hashtag Research

Creating Social Media Graphics for Facebook, Instagram, and Pinterest



## 25. Blog

Assist with general management of your blog on your website

# 50 tasks you can delegate to your speaker marketing team



## 26. Online Promotion

Assisting with the promotions of your events and workshops



## 27. Creating flyers, letterheads

Creating flyers, letterheads, logo designs, landing page graphics for your business



## 28. Presentations

Creating and building powerpoint or keynote presentations



## 29. Surveys and Questionnaires

Creating surveys and questionnaires and comparing results



## 30. Engaging With Social Audiences

Responding to comments, sharing relevant information, thanking customers, posting promotions



# 50 tasks you can delegate to your speaker marketing team



## 31. Database Building

Updating database entries and updates



## 32. Creating Reports

Putting together weekly reports and kpi's



## 33. Managing Emails & Live Chat

Monitoring livechat, checking emails, responding to customer enquiries and managing all the junk and spam



## 34. Managing Calendar

Managing team calendars, making appointments and sending out invites



## 35. Creating & Sending out Invoices

Creating, sending and following up invoices

# 50 tasks you can delegate to your speaker marketing team



## 36. Bookkeeping & Payroll

Calculating hours, adding expenses and updating spreadsheets



## 37. Reception

Answering calls, leaving voicemails and checking messages



## 38. Managing Online Accounts

Managing online folders from dropbox and google drive and other cloud storage systems



## 39. Researching Data

Researching data, statistics for meetings, presentations or blogs



## 40. Ordering items

Ordering stationery and other items for the office

# 50 tasks you can delegate to your speaker marketing team



## 41. Spreadsheet Management

Calculating hours, adding expenses and updating spreadsheets



## 42. Video Uploading

Editing, uploading and captioning videos



## 43. Personal Tasks

Ordering shopping, booking babysitters, managing personal diary



## 44. Weekly Reports

Turning raw data into detailed reports



## 45. Travel Arrangements

Searching for hotels, booking airfares, and mapping out trip itineraries for business

# 50 tasks you can delegate to your speaker marketing team



## 46. Managing Projects

Setting up Projects, managing reports, organising meetings, and managing deadlines



## 47. Setting up Online Systems

Setting up your marketing automation and proposal software



## 48. Incoming Jobs

Managing spreadsheets and incoming jobs



## 49. Competitor Analysis

Researching competitors



## 50. Transcribing

Transcribing audio or video into a text document.