

Just Add Sweat

Use this idea checklist to brainstorm ideas for your own virtual assistant specialty. Remember, you don't have to (and shouldn't) try to use all 103 ideas...this list is just to give you some ideas to start.

Get More Help -> Pick up your copy of
[Get Paid to Help: Become a Virtual Assistant](#)

- Accounting
- Ad Copy
- Affiliate Management
- Affiliate Program Set Up
- Affiliate Recruitment
- Answering Emails
- Answering Mail
- Answering Phone Calls
- Article Distribution
- Article Research
- Article Writing
- Auction Management
- Audio Editing
- Audio Recording
- Audio Transcripts
- Autoresponder Set Up
- Autoresponder Writing
- Banner & Other Promotional Graphic Design
- Blog Installation
- Blog Post Scheduling
- Blog Post Writing
- Blog Themes
- Blog Upgrades
- Book Covers
- Bookkeeping
- Brochure Copy
- Brochure Design
- Building Incoming Links
- Business Plan
- CD Covers
- Chat Room Moderation
- Competitor Research
- Content Management
- Copy Editing
- Copywriting
- Customer Support
- Data Entry
- Database Development & Maintenance
- Direct Mail Marketing
- Document Formatting
- DVD Covers
- Ebook Writing
- Ebook/Report Proofreading
- Ecover Design
- Event Planning

- ❑ Finding Affiliate Programs to Promote
- ❑ Flash Animation
- ❑ Graphics Editing
- ❑ Help Desk Management
- ❑ Housekeeper
- ❑ Illustrations
- ❑ Improving Sales Page Conversions
- ❑ Information Product Research
- ❑ Interviews
- ❑ Keyword Research
- ❑ Legal Documents
- ❑ Logo Design
- ❑ Manual/User Guide Writing
- ❑ Market Potential Research
- ❑ Media Center Management
- ❑ Message Board Moderation
- ❑ Message Board Posting
- ❑ Newsletter Proofreading
- ❑ Newsletter Writing
- ❑ Online Forms
- ❑ Pay-Per-Click Set Up
- ❑ Pay-Per-Click Maintenance
- ❑ Payroll
- ❑ Photo Editing
- ❑ Post Card Marketing
- ❑ PowerPoint Presentations
- ❑ Press Release Distribution
- ❑ Press Release Writing
- ❑ Product Photography
- ❑ Product Reviews
- ❑ Proofreading
- ❑ Project Management
- ❑ Report Writing
- ❑ Scheduling Appointments
- ❑ Scheduling Interviews
- ❑ Search Engine Optimization
- ❑ Shipping Products
- ❑ Shopping Cart Set Up
- ❑ Social Networking Management
- ❑ Social Bookmarking Management
- ❑ Software Development
- ❑ Spreadsheet Set Up & Maintenance
- ❑ Survey Set Up & Maintenance
- ❑ Technical Programming
- ❑ Technical Writing
- ❑ Teleseminar Set Up
- ❑ Testimonial Collection & Publishing
- ❑ Translation
- ❑ Travel Planning
- ❑ Updating Websites
- ❑ Video Editing
- ❑ Video Recoding
- ❑ Video Transcripts
- ❑ Webinar Set Up
- ❑ Website Development
- ❑ Website Makeover
- ❑ Website Proofreading
- ❑ Word Processing

[Click here for more help starting your VA business](#)