



# Let Lisa Do It

VIRTUAL ASSISTANT

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Industry: \_\_\_\_\_

To help you identify how we could assist you further please take 10-15 minutes to complete the form below. Think carefully about your everyday, weekly, monthly, yearly or ad-hoc tasks.  
*If required, please complete additional sheets.*

Tasks only I can complete	Frequency of task

Tasks I could outsource in the future	Frequency of task

Tasks that can be done by a Virtual Assistant now	Frequency of task

Well done, you have identified the tasks to be outsourced. Now think about how you would do those tasks yourself and how you would explain them to a Virtual Assistant. This is to avoid any errors or miscommunications and provide you with the best level of service possible.

Once completed please save as [company name & date] and email to [Admin@LetLisaDoIt.co.uk](mailto:Admin@LetLisaDoIt.co.uk)