

# *Delegate these tasks to NBS and grow business!*

## ***Admin Tasks***

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Appointment Setting  
Calendar & Email Management  
Customer Service  
Data Entry  
Editing  
Internet Research

## ***Social Media***

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Social Media strategy  
Content Creation  
Content Scheduling  
Ad creation and management  
Social Media group management  
#Hashtag research

## ***Meeting, Events & Travel***

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Venue research  
Event planning, & management  
Webinar set-up  
Travel planning & booking  
Meeting planning & management

## ***Email Marketing***

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Newsletters  
Email Sequence  
'Autoresponders  
Email platform set-up/import  
Funnels  
Landing pages / opt-in

## ***Design***

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Ebook creation  
Power Point Presentations  
Infographic creation  
Social Media graphics creation

## ***Miscellaneous***

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Blogger assistance  
Personal tasks: thank you cards,  
Project Management  
Invoicing

