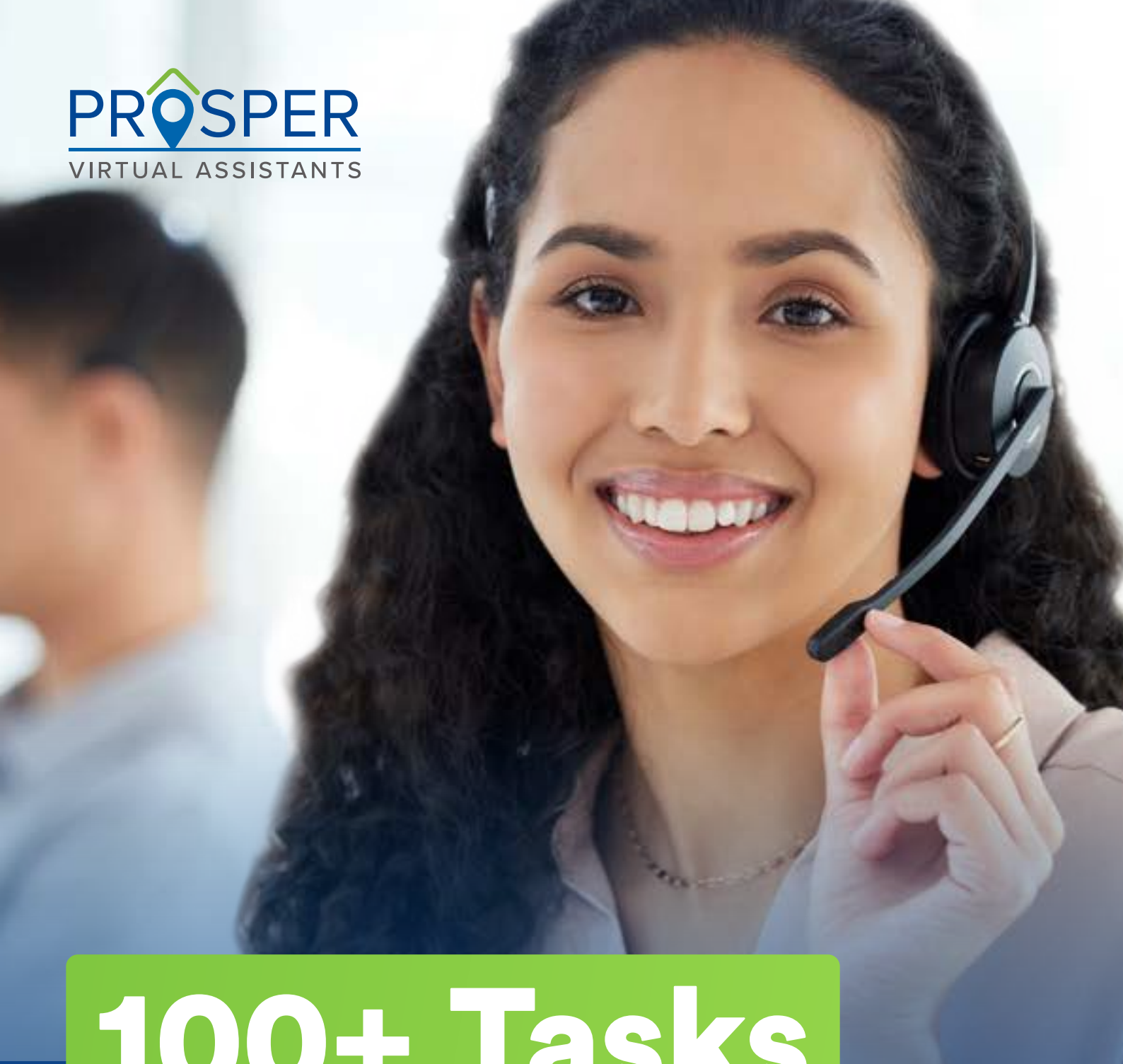
PROSPER
VIRTUAL ASSISTANTS



100+ Tasks

You Can Delegate To Your Prosper Virtual Assistant

Scale Without Burnout.

Top 10 Time-Saving Wins

- ✅ Managing your calendar and scheduling appointments
- ✅ Filtering and replying to email inquiries
- ✅ Posting to your business's social media accounts
- ✅ Data entry into spreadsheets or CRMs
- ✅ Preparing meeting notes and agendas
- ✅ Following up with leads or clients
- ✅ Creating invoices and sending payment reminders
- ✅ Researching tools, vendors, or competitors
- ✅ Organizing and storing digital files
- ✅ Basic customer support (live chat, email, or ticket system)

Starter Task Checklist

- [x] Delegate your inbox management
- [x] Have your VA run daily reports or dashboards
- [x] Assign recurring calendar tasks (meetings, reminders, follow-ups)
- [x] Upload SOPs and train your VA to follow them
- [x] Assign 1-2 customer-facing tasks like responding to FAQs
- [x] Track and categorize receipts in your accounting system
- [x] Delegate research projects
- [x] Set up time tracking and productivity check-ins
- [x] Meet weekly to review and expand their task list

General Admin & Executive Support

- Calendar management and meeting scheduling
- Email inbox management and triaging
- Booking travel and accommodations
- File organization and cloud storage maintenance
- Document formatting, proofreading, and prep
- Taking meeting notes and summarizing action items
- Creating slide decks or presentations
- Researching vendors, tools, or leads
- Sending follow-ups after meetings or events
- Managing team task lists or checklists
- Contact and CRM data entry
- Online form creation (e.g., intake, onboarding, surveys)
- Transcription of audio notes or meetings
- Ordering office supplies or gifts

Prosper Power Task

- Inbox management with templated responses and priority tagging

Customer Support Tasks

- Responding to live chat inquiries
- Handling customer email support
- Managing help desk/ticket systems (e.g., Zendesk, Freshdesk)
- Following up on customer complaints or requests
- Creating support documentation or FAQs
- Processing refunds or returns
- Onboarding new clients or customers
- Appointment scheduling and rescheduling
- Creating and sending service reminders
- Gathering customer feedback or testimonials
- Updating customer records in CRM

Prosper Power Task

- Full-time live chat coverage during peak hour

Marketing Support Tasks

- [x] Social media scheduling and posting
- [x] Graphic design using Canva or templates
- [x] Video editing for social clips or YouTube
- [x] Creating email newsletters and campaigns
- [x] Running reports on social media or ad performance
- [x] Uploading blogs and formatting them in WordPress or Webflow Keyword research for blog content
- [x] Creating or updating marketing SOPs
- [x] Managing influencer or affiliate outreach
- [x] Commenting and engaging on social media
- [x] Setting up automation tools (e.g., Zapier, Mailchimp, ActiveCampaign) Repurposing content across platforms
- [x] Podcast guest research and outreach

Prosper Power Task

- [x] Scheduling your full content calendar one month ahead

AI-Powered Productivity Tasks

- Prompting ChatGPT/Gemini for content generation
- Summarizing long articles or meeting transcripts
- Creating AI-generated images or mockups
- Scheduling social media with AI-enhanced captions
- Training and maintaining your business's AI SOPs
- Researching AI tools relevant to your business
- Prompt engineering for customized workflows
- Drafting marketing emails using AI
- Transcribing and summarizing meeting recordings
- Creating simple automations with AI tools

Prosper Power Task

- Use AI to repurpose content into 3 formats instantly

Project Management Tasks

- Updating project timelines and due dates
- Creating task lists and assigning team members
- Sending reminders or task nudges to team
- Managing Basecamp, Trello, ClickUp, Asana, or Monday.com Preparing weekly status reports
- Keeping SOP libraries up to date
- Tracking KPIs and milestones
- Documenting progress for clients or team
- Holding team members accountable for deadlines
- Organizing and hosting project check-ins

Prosper Power Task

- Keep projects moving with proactive follow-up

Accounting & Finance Support Tasks

- Invoicing clients and tracking payments
- Recording receipts and categorizing expenses
- Updating spreadsheets or accounting software (QuickBooks, Xero, Wave)
- Following up on unpaid invoices
- Generating profit and expense summaries
- Managing payroll calendars (in coordination with accountant)
- Submitting and organizing reimbursements
- Tracking subscriptions or recurring charges
- Preparing basic financial dashboards
- Assisting with budgeting or forecasting data

Prosper Power Task

- Manage your monthly invoicing cycle end-to-end

Industry-Specific Tasks

Real Estate

- Listing input & MLS management
- Leasing inquiry follow-up
- Showing coordination and calendar updates
- Owner statement prep and reporting
- Maintenance request coordination
- Tenant screening support

Contractors & Trades

- Job estimate data entry
- Service scheduling and reminders
- Client follow-up and review requests
- Google My Business updates
- Inbox and call answering
- Supplier coordination

Law Firms

- Document preparation and formatting
- Scheduling client meetings
- CRM and case file updates
- Intake form handling
- Research case law or precedents
- Billing and time tracking assistance

Industry-Specific Tasks

E-Commerce

- Product listing uploads
- Shopify/WooCommerce support
- Order tracking and customer follow-ups
- Review requests and response
- Managing discount codes and campaigns
- Vendor coordination

Coaches & Course Creators

- Webinar setup and reminders
- Client onboarding email flows
- Course upload to Kajabi/Teachable
- Feedback collection
- Community engagement
- Accountability check-ins

Agencies & Creatives

- Proofing and sending proposals
- Managing design approval workflows
- Client onboarding sequences
- Gathering creative briefs
- Asana/ClickUp task updates
- Deliverables prep & file organization

Our "Prosper Promises"

Reasons to Choose ProsperVA over any other Virtual Assistant Company

12-Week Foundational Training
Before placement, every VA completes 3 months of training in systems, software, productivity, communication, and AI tools.

5-Day Task-Specific Bootcamp
We train your chosen assistant specifically for your business — your tools, your workflows, your processes.

AI-Enhanced Productivity Skills
Your VA is fluent in using ChatGPT, Gemini, transcription tools, prompt writing, content generation, and automation support.

Ongoing Coaching & Development
Our VA Coordinators help your assistant continuously improve in performance, communication, time management, and confidence.

Monthly Continuing Education
We host at least 3 webinars per month so our assistants stay sharp, up to date, and ahead of the curve.

HR Support for Future Hires
Need to grow your team later? Just tell us what you need — we'll recruit, vet, and train a specialist to fill the gap.

30-Day Free Trial
Test your assistant with zero risk. No setup fees. No contracts. Cancel anytime if it's not a perfect fit.

PROSPER
VIRTUAL ASSISTANTS

Schedule a Free Strategy Session and book a call

Claim Your
30 Day Free Trial
Use Code
LM100

Visit

www.ProsperVA.com/LM100

to book a discovery call

What Our Clients Are Saying
PROSPER
VIRTUAL ASSISTANTS
February 28, 2025
"Ruel is a shining star. Quickly, he has made an impact on our team. I know personally my boss Kit has been able to rely on him and she appreciates that dearly."
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
VIRTUAL ASSISTANTS
February 28, 2025
"Crisha is doing a great job. Definitely an asset to our team and takes on every task and gets things turned around for us quickly. We all enjoy working with her."
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
VIRTUAL ASSISTANTS
March 04, 2025
"Levin is very appropriately staying in touch with us when new calls come in that require escalation. Yesterday, he handled a difficult call in a very careful and thoughtful way in an attempt to deescalate - very helpful."
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
VIRTUAL ASSISTANTS
March 04, 2025
"Everything has been going good with Iris and Jianna. They have been very helpful and we appreciate all that they do for us."
www.ProsperVA.com

What Our Clients
ARE SAYING
PROSPER
VIRTUAL ASSISTANTS
Lem continues to excel in his role. We are thrilled with her performance. He is taking on new responsibilities and is always willing to jump in and help when needed. I am very thankful everyday that Lem joined the team.
March 4, 2025
www.ProsperVA.com

What Our Clients
ARE SAYING
PROSPER
VIRTUAL ASSISTANTS
Thank you! Barry continues to do well. He is a solid part of our team. We continue to have him take on new projects and help oversee the HOA's
March 4, 2025
www.ProsperVA.com

What Our Clients
ARE SAYING
PROSPER
VIRTUAL ASSISTANTS
Nothing but good things to say. Jax is always on the ball and is handling everything thrown his way. We're happy to have him!
March 4, 2025
www.ProsperVA.com

What Our Clients
ARE SAYING
PROSPER
VIRTUAL ASSISTANTS
Kyle has been outstanding and incredibly helpful in our day-to-day operations. He consistently handles everything we ask of him in a timely and efficient manner.
February 27, 2025
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
MARCH 3, 2025
"Elvin is AMAZING! There is nothing he needs to improve on."
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
MARCH 4, 2025
"Merton has been amazing. No complaints on my end."
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
MARCH 4, 2025
"All is good from our side; no new feedback. Mher is doing a great job."
www.ProsperVA.com

What Our Clients Are Saying
PROSPER
FEBRUARY 27, 2025
"Xander has been doing great. He's a very fast learner and very motivated."
www.ProsperVA.com

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