

Task	Vital (Makes you money!)	Necessary (To help you reach your business goals!)	Not necessary (Brings out the procrastinator in you!)	Time Allocated	Time Taken
Core Business					
Checking emails					
Social Media Browsing (Facebook, Twitter, LinkedIn, etc)					
Social Media Updating					
Making telephone calls					
Arranging travel					
Invoicing your client					
Chasing unpaid invoices					
Research					
Bookkeeping					
Breaks					
Report writing (including formating and proofreading)					
Building presentations (including formating)					



Paddy White * Virtual Assistant

Mobile 079 0030 7437
 Telephone 0207 100 1973
 Web www.virtualdiamond.co.uk
 Address 26A Quarry Gardens, Dursley, GL11

