

A checklist for busy Australian business owners

36

TASKS YOU CAN DELEGATE

*Before you hire anyone else, find out how much of your week
doesn't actually need you.*

36

tasks, in six
work areas

6

questions to find
your own

2 min

to fill in the
enquiry after

START HERE

Congratulations on taking your first step toward delegating.

You have probably been circling this for a while. You know you are the bottleneck for work that doesn't need you. You know some of it could go to someone else. What you can't quite picture is which parts — and how the person on the other end would know what to do.

That is the honest sticking point, and it is a scoping problem rather than a hiring problem. So this isn't a sales brochure. It is a working checklist of 36 tasks that Australian business owners hand to a Linkora VA — the ordinary, repeatable, someone-else-could-do-this work that quietly fills your week.

Tick what applies. By the last page you will be holding a rough role description instead of a vague intention.

WHAT'S INSIDE

Three questions — that surface delegatable work faster than any list

The 36-task checklist — across six work areas, with tick boxes

What a real role looks like — once your ticks are added up

Where the line sits — the work a VA should not be given

BEFORE YOU TICK ANYTHING

Three questions that find the work faster than a list does

A checklist is useful once you know what you are looking for. These three questions tell you where to look. Run them over last week rather than a typical week — typical weeks are always tidier than real ones.

1**What did I do more than once?**

Anything you repeat has a pattern, and a pattern can be written down. Repetition is the single strongest signal that a task can leave your desk. If you did it Monday and again Thursday, it belongs on the list.

2**What needed doing rather than deciding?**

Separate the judgment from the execution. Deciding which supplier to use is yours. Getting three quotes, putting them side by side and chasing the one who didn't reply is not. Most tasks are 10% decision and 90% doing.

3**What was somebody else waiting on me for?**

The work that sits in your inbox blocking other people is the most expensive work you hold. It rarely needs your expertise — it needs somebody with the time to do it today rather than Friday.

HOW TO USE THE NEXT THREE PAGES

Tick honestly, not aspirationally

The checklist is organised into six work areas. You will almost certainly only need two or three of them — skip the rest.

1**Tick the tasks you already do yourself**

Not the ones you think you should be doing. Only what actually landed on you.

2**Add your own on the blank line**

Every area has a write-in line. The tasks specific to your business are usually the ones worth handing over first.

3**Circle the three that annoy you most**

Frustration is a decent proxy for cost. These become the first month of the role.

4**Count your ticks on page 8**

The total gives you a rough sense of whether you are looking at part-time hours, or a full role.

ONE THING TO KEEP IN MIND

You are not writing a job ad. A first list of eight to twelve tasks is plenty — a role grows properly once someone is in it and you can both see what else is sitting there. Over-scoping on day one is the most common way a first VA arrangement goes wrong.

THE CHECKLIST

Tick the tasks you'd hand over

Six work areas, thirty-six tasks. Skip any area that isn't yours.

1

Admin & Operations

The default home for work that has no other home.

- ☐ Inbox triage and response
- ☐ Calendar management
- ☐ Document prep and formatting
- ☐ Data entry and reporting
- ☐ Meeting prep and minutes
- ☐ Supplier coordination
- ☐ Anything else: _____

2

Customer Service

First-line contact, so nothing sits unanswered overnight.

- ☐ First-line email and chat replies
- ☐ Ticket triage and routing
- ☐ Follow-ups and check-ins
- ☐ CRM records kept current
- ☐ Booking coordination
- ☐ Feedback and review logging
- ☐ Anything else: _____

THE CHECKLIST · CONTINUED

Areas 3 and 4

3

Marketing Assistance

The execution around your marketing, not the strategy behind it.

- ☐ Social scheduling and posting
- ☐ Content formatting and edits
- ☐ Lead lists kept clean
- ☐ Campaign admin support
- ☐ Template-based creative
- ☐ Basic research and reporting
- ☐ Anything else: _____

4

Clinic & Allied Health Admin

Front-desk and recall work, without the front desk.

- ☐ Bookings and reminders
- ☐ Patient follow-up coordination
- ☐ Recall list management
- ☐ Supplier ordering
- ☐ Record tidy-ups
- ☐ Roster admin support
- ☐ Anything else: _____

THE CHECKLIST · CONTINUED

Areas 5 and 6

5

Real Estate & Property Admin

The paperwork and chasing behind every listing.

- ☐ Listings admin and prep
- ☐ Vendor and buyer coordination
- ☐ Contract and form chasing
- ☐ Agent diary and inbox
- ☐ CRM kept clean
- ☐ Marketing collateral updates
- ☐ Anything else: _____

6

Bookkeeping Admin

Bookkeeping support, working alongside your accountant.

- ☐ Data entry into your platform
- ☐ Invoice creation and chasing
- ☐ Receipt and expense capture
- ☐ Reconciliation support
- ☐ Supplier payment prep
- ☐ Month-end pack preparation
- ☐ Anything else: _____

ADD THEM UP

What your ticks are telling you

Count every box you ticked, including your write-in lines. The bands below are a rough guide, not a quote — hours depend on volume as much as variety. But they are enough to tell you what kind of conversation you are about to have.

1–4

ticks

Part-time, and worth starting anyway

A handful of recurring tasks is still several hours a week you don't get back. Start narrow, prove the arrangement works, add to it.

5–10

ticks

A genuine part-time role

This is the most common shape of a first Linkora engagement. Enough work to be worth onboarding properly, small enough that you can brief it in an afternoon.

11–18

ticks

Close to full-time, and probably overdue

At this point you are not delegating tasks, you are handing over a function. Expect the first month to be mostly documentation — that is time well spent.

19+

ticks

More than one role

Ticks spread across four or more areas usually means two different jobs. Splitting them beats asking one person to be excellent at all of it.

So what would your ticks look like as an actual role?

ILLUSTRATIVE ONLY

What those ticks look like as a real role

Three shapes we see often. Every task named below is one from the checklist you just filled in — nothing new has been added. Hours are indicative; your actual role is scoped with you.

Practice admin

25 hrs / week

- Bookings and reminders
- Patient follow-up coordination
- Recall list management
- Inbox triage and response
- Supplier ordering
- Record tidy-ups

Owner's right hand

20 hrs / week

- Inbox triage and response
- Calendar management
- Meeting prep and minutes
- Document prep and formatting
- Supplier coordination
- Data entry and reporting

Books and billing

15 hrs / week

- Invoice creation and chasing
- Receipt and expense capture
- Reconciliation support
- Supplier payment prep
- Month-end pack preparation
- Data entry into your platform

Illustrative examples. Role titles and hours are for scoping conversations, not a price list.

JUST AS IMPORTANT

What you should not delegate

A checklist that only tells you what to hand over is half a checklist. These six stay with you — not because a VA couldn't attempt them, but because handing them over is how delegation earns a bad name.

Final decisions

Pricing, hiring, who to work with, when to say no. Your VA prepares the options; the call stays yours.

Licensed or regulated advice

Clinical, legal, financial or tax advice. Administrative support around a professional is not a substitute for one.

Anything you can't yet describe

If you cannot explain how you do it, you cannot brief it. Do it once more and write it down as you go.

Your key client relationships

A VA can handle scheduling and follow-up around your most important accounts. The relationship itself is yours.

Full financial control

Preparing payments, yes. Approving and releasing them, no. Segregation of duties protects both of you.

Work you'd never check

If you have no intention of reviewing the output, you haven't delegated it — you've abandoned it.

THE PART MOST PEOPLE SKIP

A list is easy. Keeping it running is the hard part.

Most people who try to delegate don't fail at choosing tasks. They fail at everything after that — the briefing, the first fortnight, the awkward conversation in week six. Here is what a managed engagement takes off your plate.

A written role brief

Your ticked tasks turned into a real scope: what the role owns, what it doesn't, what success looks like in the first month.

A matched VA from our team

Not a directory listing. Someone from our own team, and you meet them before anything is signed.

Onboarding run by us

Four to six weeks of structured onboarding, so the first fortnight isn't you answering questions all day.

Ongoing accountability

You keep the priorities and decisions. Your VA owns the agreed tasks. Linkora keeps the arrangement working, and is accountable by name if it doesn't.

Your VA owns the agreed tasks. You keep the priorities and decisions. Linkora keeps the arrangement running well.

HOW IT WORKS

From your ticked checklist to a first day

2 min

to enquire

2 days

to an indicative price

100%

of VAs met first

2–4 wks

to a first day

1**Tell us what you ticked**

Send through the tasks from this checklist and roughly how much of each there is. Two minutes on the enquiry form is enough to start.

2**Meet your match**

We scope the role, come back with an indicative price within two business days, and propose a VA from our team. You meet them before anything is signed.

3**Onboard together**

We run the onboarding — systems access on a least-privilege basis, process documentation, and a first-month plan built from your top three tasks.

4**Managed from there**

Check-ins, performance, and the awkward conversations are ours. If the fit isn't right we propose a replacement and manage the handover.

WHY LINKORA

Three ways to hire offshore. One comes with backup

Freelance marketplace

You get a profile

- You screen and interview
- You write the brief
- You onboard alone
- You start over if it ends

Recruitment agency

You get a candidate

- They screen, you decide
- Placement fee up front
- Onboarding is yours
- Support stops at the start date

Linkora Talent

You get managed capacity

- Our own team, met first
- No placement fee
- Onboarding run by us
- Replacement and handover managed

And why our VAs stay

This matters to you more than it looks. Every time a VA leaves, you pay for it in re-briefing, lost context and lost momentum. So the way our team is treated is not a values statement — it is the reason the arrangement holds.

“I started Linkora because I kept seeing the same problem: Australian businesses needed reliable help, and talented Filipino VAs needed fairer, better-managed working relationships.”

Founder-led, Australian-owned, and accountable by name.

YOUR NEXT STEP

You've got the list. Let's turn it into a role.

Send us the tasks you ticked. We'll come back within one business day, and with an indicative price for a role like yours within two business days. No placement fee, and you meet the VA we propose before anything is signed.

[Get an indicative price](#)

ENQUIRE

linkoratalent.com.au

EMAIL

hello@linkoratalent.com.au

BASED IN

Queensland, Australia