



# A New Year's Guide To Getting Organized.

29 Easy Must-Do Tasks For Every  
Professional.

Specializing in supporting businesses  
with their administrative, operations  
and sales support needs.



[www.upscalevirtualsoptions.com](http://www.upscalevirtualsoptions.com)

# Don't Drag Last Year's Mess Into This Year's Goals.

Start 2021 off on the right track by investing the time into clearing your workspace for the new year. We've compiled 29 easy tasks to get organized, updated, and ready to tackle all your New Year's business resolutions and goals.

## Email

- Unsubscribe from junk mail and outdated mailing lists.
- Create email filters and labels for frequent correspondence.
- Add email folders to your inbox.
- Update signature block.
- Review autoresponse emails- update as needed.

## Computer

- Clean up your desktop- remove old files and unused shortcuts.
- Clear out your document ceter- sort and file ones to keep, and delete the rest.
- Clear cache and browser history.
- Run virus scanner.
- Install and run updates.
- Backup data files.
- Remove outdated and unused applications.



## Workspace

- Clear off desktop.
- File away paper documents.
- Throw away pens and markers that don't work.
- Get rid of old, used notepads.
- Wipe down all surfaces, dust monitor, and vacuum chair.
- Check basic office supply inventory- staples, paperclips, printer ink and paper, etc.

## Marketing

- Review and update hours of operation- Website, Google, Social Media, etc.
- Review and update pricing, inventory, service list- Website, Google, Social Media, etc.
- Update About Us information.
- Run and review SEO report.
- Update website keywords, page descriptions, image descriptions.
- Add current client testimonials and reviews.

## Social Media/ Email Marketing

- Remove inactive or spam accounts.
- Review/update profile and cover images- check for correct pixel sizing.
- Update bio and description.
- Add recent contact lists to email campaign audience list.
- Remove bounced email addresses.





**Upscale Virtual Solutions, LTD.** works with small-medium business owners, entrepreneurs and professionals to alleviate the strain of their workload.

By outsourcing tasks, organizations are better able to focus their time and energy into the areas of their businesses that need them most. Improve productivity, streamline your operations, and expand your professional opportunities by allowing a Virtual Assistant to take on tasks you no longer enjoy or have time for.

Upscale Virtual Solutions, LTD. provides support through:

- General admin tasks
- Appointment scheduling
- Email inquiry management
- Invoicing and payment reminders
- CRM setup and management
- Email campaign creation
- Customer satisfaction surveys
- Digitizing records/data entry
- Program and project management
- Timeline creation and task assignment
- Custom requests welcome!

Visit our website at [www.upscalevirtualsolutions.com](http://www.upscalevirtualsolutions.com) for more information about available services, or to book a free consultation!

Email: [teresa@upscalevirtualsolutions.com](mailto:teresa@upscalevirtualsolutions.com)  
Phone: (204) 914-2928

