

25 things we can do in an hour

1. Mail merge 50-100 letters including stuffing
2. Create an email marketing campaign
3. Data Entry of of 75 contacts in an Excel spreadsheet
4. Manage correspondence
5. Proof and edit a 5-6 page document
6. Create a 5 slide PowerPoint presentation
7. Balance your business bank statement for the month
8. Research travel and hotel accommodation for an up-coming meeting
9. Transcribe 15 minutes of audio
10. Gather and organize research for a specific project
11. Type handwritten notes from a seminar or meeting (1000 words)
12. Set up a Facebook page for your business
13. Manage your Facebook business page (sending invites, interacting with users/comments, adding recent images, etc)
14. Do follow-up research on a client, prospect, applicant, or competitor
15. Create a custom spreadsheet
16. Organize files, label them appropriately, and mail them back
17. Make confirmation calls regarding your appointments, engagements, or reservations
18. Open and sort mail (one week's worth of mail)
19. Stuff, seal, label, and stamp a bulk mailing (up to 100)
20. Write, format and post a detailed, relevant blog entry with image
21. Collate and label personalized packets for your seminar or presentation
22. Select and schedule 15 individual handwritten greeting or thank you cards for delivery to clients, colleagues, etc
23. Schedule a week's worth of Tweets
24. Plan two week's worth of blog topics
25. Create a 2 page simple web site