

Social Media Support				
Services Provided	Top Priority	Next Priority	Maybe	Notes
Social Media Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Marketing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online Reputation Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Analytics & Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Facebook</b>				
Profile Creation or Optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Page or Group Creation & Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Custom FBML Page & Banner Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editing, Scheduling & Posting Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Friend Requests, Groups & Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ads, Marketing Campaigns, Contests & Promotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LinkedIn</b>				
Profile Creation or Optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Group Creation & Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editing, Scheduling & Posting Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Connection Requests, Groups & Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Researching & Connecting with Target Audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Article & Blog Posting in Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LinkedIn Ads & Marketing Campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Twitter</b>				
Account Creation or Optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Custom Background Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editing, Scheduling & Posting Tweets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Lists, Direct Messages & Follows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>YouTube</b>				
Channel Creation & Optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video Uploads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video Marketing Campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Social Media Sites</b>				
Profile Creation or Optimization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editing, Scheduling & Posting Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ads, Marketing Campaigns, Contests & Promotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing Connections, Requests & Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Administrative & Executive Support

Services Provided	Top Priority	Next Priority	Maybe	Notes
Business & Personal Reservations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calendar Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concierge Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E-mail Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follow Up Emails & Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gift Selection & Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reminders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule & Confirm Appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacation Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Contact Management</b>				
Bulk Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Card Scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client Feedback Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CRM Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Satisfaction Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Database Consolidation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Database Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Distribution Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information Updating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mailing Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Document Services</b>				
Contracts, Letters & Proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E-book Formatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editing & Formatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mail Merges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PDF File Conversion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transcription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Marketing Support				
Services Provided	Top Priority	Next Priority	Maybe	Notes
Copywriting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creation of Branded Media Kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct Mail Campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ghost Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keynote Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marketing Collateral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mass Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PowerPoint Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Desktop Publishing</b>				
Brochures, Flyers & Postcards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Cards & Letterhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logo Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
One Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs & Banners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Internet Marketing</b>				
Adwords Setup & Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Article Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blog Posting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Custom HTML Newsletter Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Email Marketing & Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Newsletter Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPC Campaigns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Press Release Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video Editing & Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Research &amp; Analysis</b>				
Competitor Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Market Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Product or Service Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Teleclass & Webinar Support

Services Provided	Top Priority	Next Priority	Maybe	Notes
Autoresponders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keynote Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landing Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PowerPoint Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squeeze Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teleclass System Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Webinar System Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Website Support

Services Provided	Top Priority	Next Priority	Maybe	Notes
AdSense Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blog Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blog Updates & Posting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copywriting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Custom Banner Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Domain Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ecommerce Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Google Analytics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hosting Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keyword Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Search Engine Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shopping Cart Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shopping Cart Set Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Media Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squeeze Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Video Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Website Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Website Proofreading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Website Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WordPress & CMS Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WordPress, Joomla & Drupal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



