task minions

Data Sourcing, Entry, and Enrichment, Web Research

Hey jeff, Can you help me?

a. Provide CEOs for 1-10 employee size companies in Los Angeles.
b. Retrieve my LinkedIn connections.
c. Enhance the list with company names, current titles, and email addresses.
d. Find a phone number for John Smith.
e. Obtain an email address for John Smith.
f. Source B2B leads.
g. Source B2C leads.
h. Recommend meetings for my SF visit next week.
i. Source leads from my Instagram account.
j. Source leads from Facebook pages.
k. Research COMPANY NAME's background.
l. Identify leaders for Pre-SEED, SEED, Series A, B, C, D rounds in the INDUSTRY.
m. List Angel Investors or known Investors in California.

task minions

Administrative Tasks

Hey jeff, Can you help me?

a. Send flowers to John and say Happy Birthday.
b. Check the flight from SF to NY for tomorrow.
c. Check hotel availability in SF from ___ to _____.
d. Send NDA to John before our call.
e. Handle incoming calls for today and take messages for me.
f. Post this article/picture on all social media channels.
g. Make a ground/overnight/shipping label to send a package to John.
h. Researching Marketing Conferences
i. Sending batches of emails to potential podcast guests
j. Posting social media content (that we create) on our Sprout Social account
k. Writing SEO-friendly blogs
l. Building blogs in WordPres

task minions

Inbox Management and Drive Management

Hey jeff, Can you help me?

a. Purchase domains (GoDaddy, Google, etc...)
b. Set up email inboxes (Google & Outlook)
c. Update DMARC, DKIM, SPF, Email forwarding, and IMAP settings.
d. Sort emails into folders/labels.
e. Create folders/labels in the inbox.
f. Track response sentiments in trackers (Google Spreadsheets).
g. Manage documents in Drive/Dropbox.
h. Handle e-signing tools (PandaDoc, DocuSign, Adobe Sign, etc...)
i. Manage email campaign tools (Instantly, Smartlead, HubSpot, etc...)

Sales Admin

Hey jeff, Can you help me?

a. Send this message to all my LinkedIn connections.
b. Add this note to John's lead in CRM.
c. Add this lead to the CRM.
d. Update the email and phone number of this lead in the CRM.
e. Clean these leads in the CRM.
f. Clean these accounts in the CRM.
g. Create an opportunity for this account in the CRM.
h. Add John Smith as a new user.

task minions

Sales Outreach

Hey jeff, Can you help me?

a. Create a list of people that match this Ideal Customer Profile.
b. Set up automation on LinkedIn.
c. Set up automation on Email + LinkedIn.
d. Look at the replies and set up meetings on my calendar.
e. Provide me with the list of responses I received from
my outreach campaign.

task minions

Fundraising Outreach

Hey jeff, Can you help me?

a. Create a list of people that match this Ideal Investor Profile OR Ideal LP Profile.
b. Set up automation on Linkedin.
c. Set up automation on Email + LinkedIn.
d. Look at the replies and set up meetings on my calendar.
e. Provide me with the list of responses I received from my outreach campaign.