

VIRTUAL ASSISTANT ONBOARDING FIRST 4-WEEKS



WEEK 1: ONBOARDING

- Setup tools
- Initial meetings and setting expectations
- Beginning of task delegation
- Feedback and modifications



WEEK 2: LEARNING / ADJUSTMENT

- Task execution
- Adjusting workflows and communication styles.
- Feedback and modifications

PRIORITIES

1. _____
2. _____
3. _____
4. _____
5. _____



WEEK 3: SCALING UP OPERATIONS

- Expanding scope of tasks
- Refining processes and increasing efficiency
- Continual feedback and improvement strategies



WEEK 4: REVIEW & PLANNING

- Evaluating Virtual Assistant Performance
- Planning for future tasks and responsibilities
- Establishing long-term goals

