

Virtual Assistant Ascent To Success: The first 45-90 Days

You've scaled your first 30 days – congratulations!

Now, both you and your VA should feel more comfortable with a little more space between you.

Just as with the first 30 days, think of these 45, 60, and 90-day benchmarks as trail markers: Here to help guide and inform your successful partnership.

It's time for the next leg of your climb to the summit!



Basecamp I: Day 45

Integration goals checklist:

- Continue feedback loop on progress from Calibration Call
- VA understands the big picture
- VA is integrated with other team members
- Continue weekly 1:1s



Basecamp II: Day 60

Evaluate-and-let-go checklist:

- VA has full ownership of all delegated tasks
- Evaluate the effectiveness and efficiency of current systems
- Review and update SOPs/Client Guidebook of current delegated tasks and processes
- Conduct calibration call with CSC to discuss and celebrate ...
 - Wins
 - Opportunities for improvement
 - Best practices and suggestions
 - Coaching
- Set goals and strategy for the next 30 days



Basecamp III: Day 90

Summit-in-sight checklist:

- Redefine current wins
- Identify what more can be delegated
- Define goals for the upcoming quarter and delegate deliverables needed
- Continue ongoing weekly 1:1s
- Schedule quarterly goal-focused 1:1s
- Conduct calibration call with CSC

DON'T STOP NOW! THERE'S MORE SUMMITS TO CONQUER.

wash, rinse, and repeat every quarter.