

Virtual Assistant Ascent To Success: The First 30 Days

Here's *everything* you should expect your first 30 days and beyond with your VA so you're both primed for success! Think of these benchmarks as trail markers: Here to help guide and inform your successful partnership. **Get ready to climb higher than you've ever dreamed possible!**

FIRST 30 DAYS - TACTICAL WINS



Basecamp: Day 1

- Conduct a kickoff call to provide system access and define communication and action plans
- Delegate top 2-3 quick-win priorities
- Establish a communication plan for hours and tasks
- Schedule first 1:1
- Schedule calibration call



Camp I: Week 1

- Identify and establish key foundational steps
- Schedule weekly 1:1
- Overview of company culture and values
- Equip VA with the why, deadline, and benefit of each delegated task
- Establish a feedback loop on the progress of delegated tasks
- Celebrate the first win/handoff of task(s)
- Review the first week of hours and how they align with expectations



Camp II: Week 2

- Provide feedback
- Delegate next round of priorities
- Complete quick wins
- Build SOPs/Client Guide Document as work is completed
- Delegate the second round of priorities with clarity of expectations (end result), deadline, and why
- Provide feedback to continue to build trust with VA



Camp III: Week 3

- Establish a feedback loop on the progress of delegated tasks



Camp IV: 30-Day Calibration

- Conduct calibration call with CSC to discuss and celebrate ...
 - Wins
 - Opportunities for improvement
 - Best practices and suggestions
 - Coaching
 - VA handling tasks independently with minimal oversight
- Complete the second round of priorities
- Build SOPs for work completed
- Relay product/service knowledge
- Discuss overview of long-term priorities with clarity of expectations (end result), deadline, and why.
- Continue weekly 1:1s
- Review the first month of hours, communication of hours, and alignment with priorities