

Virtual Assistants **Weekly Planner**

WEEK # _____ DATES: _____



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM						
9 AM						
10 AM						
11 AM						
12 AM						
1 PM						
2 PM						
3 PM						
4 PM						

Virtual Assistants **Weekly Plan**



Hi

Feel free to download, copy and print out the Weekly Planner.

Here are some tasks that you may need to complete regularly in your own business:

- Finding a business name
- Registering your company
- Ensuring your Welcome Pack, Contract, Rates and Profile/ Proposal are ready!
- Setting up social media pages
- Designing social media posts
- Building a website
- Website Maintenance
- Research
- Invoicing
- Bookkeeping
- Writing blogs
- Marketing
- Networking
- Creating and updating your profile
- Searching for remote work
- Learning new skills- YouTube videos, reading blogs, webinars
- **Work! The actual work from your clients**

Don't forget that it is important to have time for yourself too!