



# VEVA Daily and Weekly Checklist

## Start your day right VEVAs!

- Clock-in via your team Skype Channel and say "Hello" to your teammates
- Check VA email and Skype Official channel for messages or important announcements
- Respond to important messages
- List your TO DO for a productive day
- Send your client a message to notify them you are present for the day
- Do not forget to track your time via Hubstaff when working with your client/s
- Complete your tasks as scheduled
- Relaxation break
- Physical exercise or relaxing activity
- Send your EOD to your client daily
- Submit your VA Weekly Accomplishments to VE
- Notify your TL if you are not able to work for the day due to emergency, sickness and others