



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 (RECAP format) - pls cc this email address: **tiny.virtualelves@gmail.com**
- Submit your VA Weekly Accomplishment Report to VE
- Notify your TL if you are not able to work for the day due to emergency, sickness, and others
- When working with new clients, seek feedback on your first and second week of working together to help build trust and rapport. Once you are settled, you can ask your client to give you feedback at least every month to help you improve your craft.