

# First 30 Days

## ONBOARDING VA - WEEKLY TARGET MONITORING

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

**WEEK 1**

1.

2.

3.

4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES AND  
FEEDBACK**

1.

2.

3.

4.

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

**WEEK 2**

1.

2.

3.

4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES AND  
FEEDBACK**

1.

2.

3.

4.

# First 30 Days

## ONBOARDING VA - WEEKLY TARGET MONITORING

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

**WEEK 3**

1.

2.

3.

4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES AND  
FEEDBACK**

1.

2.

3.

4.

WEEKLY DELEGATED TASK

ACCOMPLISHED?

YES NO WIP

**WEEK 4**

1.

2.

3.

4.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES AND  
FEEDBACK**

1.

2.

3.

4.