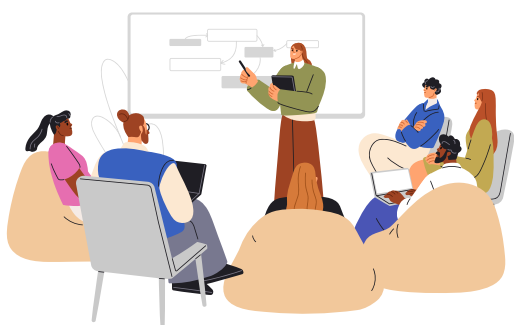




First 3-6 months with Open Office Freelancing

Day 1 - Orientation



It's time to welcome your VA(s) to the team officially! Schedule an Orientation Call to go over these key points:

- An introduction to your company, values, and organizational structure
- Their role and opportunities for growth
- Your expectations and performance standards
- A review of processes, protocols, and check-in schedule (daily/weekly calls)
- Confirmation of logins and tech setup
- Assignment of initial tasks and responsibilities

1st Week - Rhythm



The first week is about establishing a smooth workflow with your VA(s) and ensuring everything is on track!

- Hold regular daily check-ins
- Foster strong rapport
- Review their initial tasks
- Celebrate wins, address challenges, and share key learnings
- Offer feedback and guidance for improvement

2nd Week - Connection



Now is the time to truly integrate your VA(s) into your company!

- Lead by example to reinforce company culture and values
- Keep observing and providing guidance
- Maintain daily check-ins for support and alignment
- Build trust and loyalty by connecting on a personal level

End of 1st Month Confidence Building



After establishing a strong foundation for collaboration, it's time for your 1st Month Check-in to boost your VA(s)' confidence:

- Share and receive feedback for continuous improvement
- Clarify key areas of responsibility
- Define professional and personal goals to understand their motivations
- Reinforce their confidence by highlighting their impact and contributions

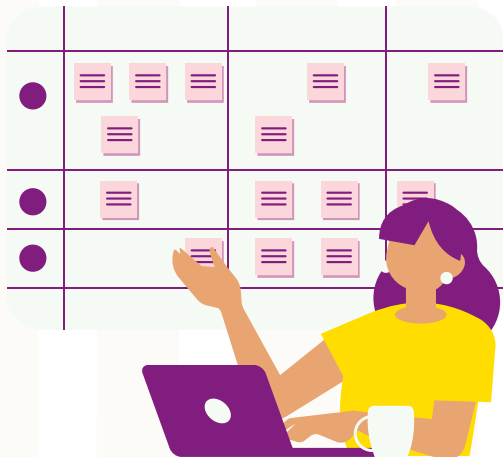
End of 2nd Month Cultivate



By now, your VA(s) should be handling tasks smoothly. This month, focus on expanding their workload and integrating it into their routine:

- Define upcoming responsibilities
- Exchange feedback
- Use the **4 Q's Pulse Meeting** to strengthen rapport

End of 3rd Month Layering



At this stage, your VA(s) is managing their core tasks well—making it the perfect time to introduce more complex responsibilities:

- Identify tasks you can delegate using the Genius Zone Approach
- Gradually expand their role through the 5 levels of delegation
- Revisit 1st Month goals as part of the 3-month review

End of 6th Month Time to Soar!



Your VA(s) is ready to take flight and transition from Task Do-er to Decision Maker!

- Start granting them more decision-making responsibilities
- Allow them to think, assess, and decide like you
- Delegate small, low-risk decisions to build their confidence

BOOK NOW

