

WEEKLY OVERVIEW

for Virtual Assistants

Use this space to map your week at a glance.

Monday	Tuesday	Wednesday	Thursday	Friday
Priority	Priority	Priority	Priority	Priority
Task	Task	Task	Task	Task
Meetings	Meetings	Meetings	Meetings	Meetings
Notes	Notes	Notes	Notes	Notes

General Notes

CLIENT TRACKER & REFLECTION

Client	Task	Status	Notes
Client A		<input type="checkbox"/>	
Client B		<input type="checkbox"/>	
Client C		<input type="checkbox"/>	
Client D		<input type="checkbox"/>	
Client E		<input type="checkbox"/>	
Client F		<input type="checkbox"/>	

What worked well this week?

What could be improved?

Focus for next week