

VA TASK CALENDAR

Weekly Performance & Schedule Tracker

Week Of: _____
Assistant: _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00 AM	Email Triage Client: Alpha Corp				
10:00 AM	Social Media Post Client: Personal Brand				
12:00 PM	Invoicing Internal				
02:00 PM					
04:00 PM					

Weekly Priorities

- 1.
- 2.
- 3.

Notes / Follow-ups