

# The Learned VA Internship Weekly Checklist



## Week 1

- Choose your Virtual Assistant Kit
- Set up your ClickUp Workspace
- Join us in Slack
- Set up your first mock job interview/discovery call



## Week 2

- Determine your services
- Review your business plan and revise as needed
- Craft your elevator pitch
- Engage with at least 3 potential clients
- Apply to 1 job opportunity



## Week 3

- Add leads to your CRM Tracker
- Reformat the spreadsheet
- Send your client-facing hourly report

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## Week 4

- Outline your services
- Create a Fiverr and Upwork Account
- Create/Optimize your LinkedIn and Instagram
- Finalize your contract
- Set up a DBA



## Week 5

- Schedule a 1:1 call with Jade
- Finalize your branding



## Week 6

- Outline 2-weeks worth of content
- Create your brand mood board
- Schedule/Post your content
- Set up your second mock job interview/discovery call

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## Week 7

- Send your mock Mailchimp campaign
- Set up your freebie pop-up
- Engage with at least 3 potential clients
- Apply to 1 job opportunity
- Share what you learned about protecting and communicating your boundaries with clients online



## Week 8

- Write your long-form bio
- Write your client's bio
- Write 3 different versions of captions for your "About Me" post



## Week 9

- Record the process of setting up a project management tool for yourself and your clients
- Record the process of setting up a recurring task
- Complete the mock workflow for your client

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## Week 10

- Write your sales/landing page copy
- Design your sales/landing page
- Set up your last mock job interview/discovery call



## Week 11

- Upload a podcast to Squarespace
- Add a hyperlink to Squarespace Page Navigation
- Upload your first blog



## Week 12

- Schedule/Post 5 more content
- Share your goals with us
- Engage with at least 3 potential clients
- Apply to 1 job opportunity
- Share your experience with us
- Request your testimonial from us