

Outsourced Doers™

THE OD PLAYBOOK

FIRST WEEK / DAY

By Outsourced Doers



THE FIRST WEEK

It's now time to plan (*in detail*) **your Doer's first week.**

With focus and dedication, this first week can set your Doer up to hit the ground running and have them adding huge value to your business within weeks instead of months.

The First Week Plan is an **hour-by-hour** outline of what they'll focus on in Week One...

And also gives you a plan and accountability to dedicate the time as a Founder that you'll need to dedicate to properly onboard your Doer.

I highly recommend running the Onboarding Week yourself in a really hands-on way as a Founder for your first 20 employees (*either Doers or local or both*).

Here is a Template for your First Week Plan:

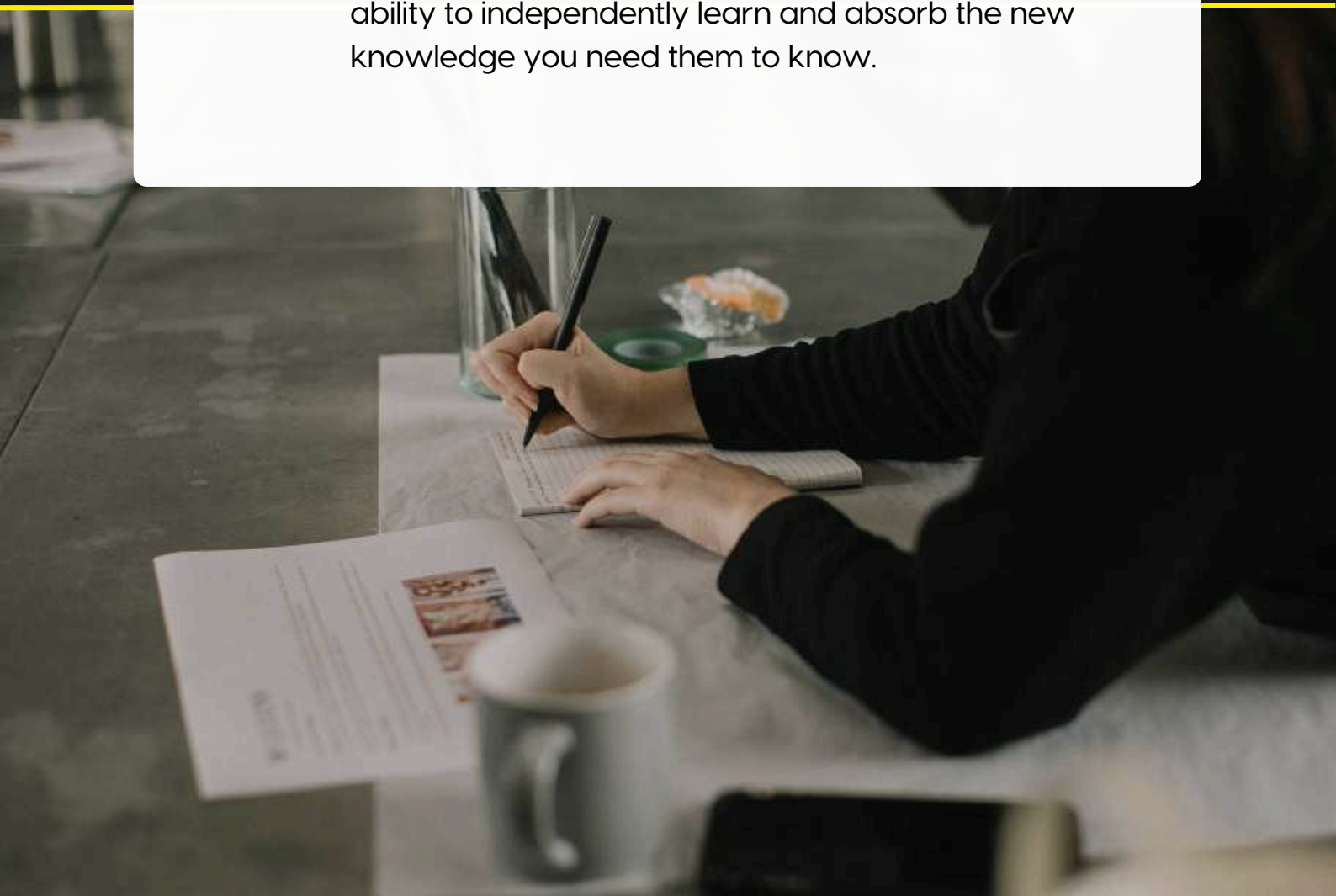
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01 You'll see on the first page it includes a checklist of all of the things that need to be completed and achieved...

02 And then goes into a breakdown of any employees (and contractors/consultants if you wish) that they'll be working close to or need to be introduced to.

03 The plan then moves into a day-by-day schedule that your Doer can follow to get everything they need from you in that First Week and also have the ability to independently learn and absorb the new knowledge you need them to know.



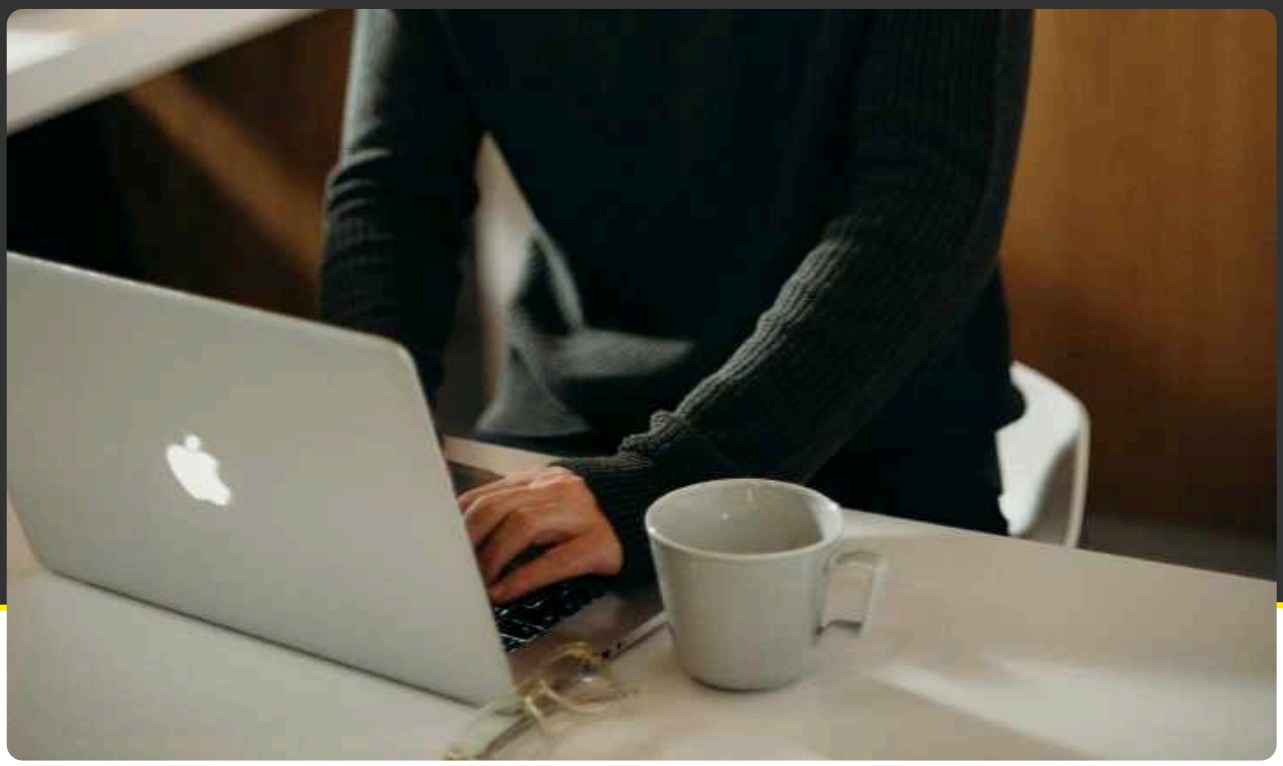
In your day-by-day schedule, consider the following:

Welcome Call: This will be the first hour of their first day and a thorough induction to the business and their first week.

Daily 1:1s with you: Always try to schedule at least one daily one-on-one with your VA in their first week. First thing in the morning is always preferred so you can set their agenda and check-in to ensure they have everything they need.

1:1s with others: Consider who you'd like them to meet in their first week and if you'd like to join them for that meeting. Unless the person they're meeting is a super experienced and trusted employee, I always recommend the Founder join in on any introduction calls with the VA and team members or consultants in that first week.





Online Courses: Take a moment to think about how you acquired your knowledge to be an incredible Founder in your business, and include any training you would like your VA to complete. If you have your own online course/s, it's important for your VA to complete those as they'll be able to be far more effective in your inbox, Facebook Group, social media, and other client communications.

Setting up Access: You'll have added your VA's work email to all of the systems you want them to have access to, but on their first day, they'll need to go to their inbox, accept all the invitations for each system and set-up their logins. Also consider them setting up their Facebook or Social Media access by liking your pages or joining your groups so you can give them appropriate access.

The great news is that this template will become a go-to resource for you and your business moving forward so all future employees will be off to a smooth and hassle free start!

WELCOME EMAIL

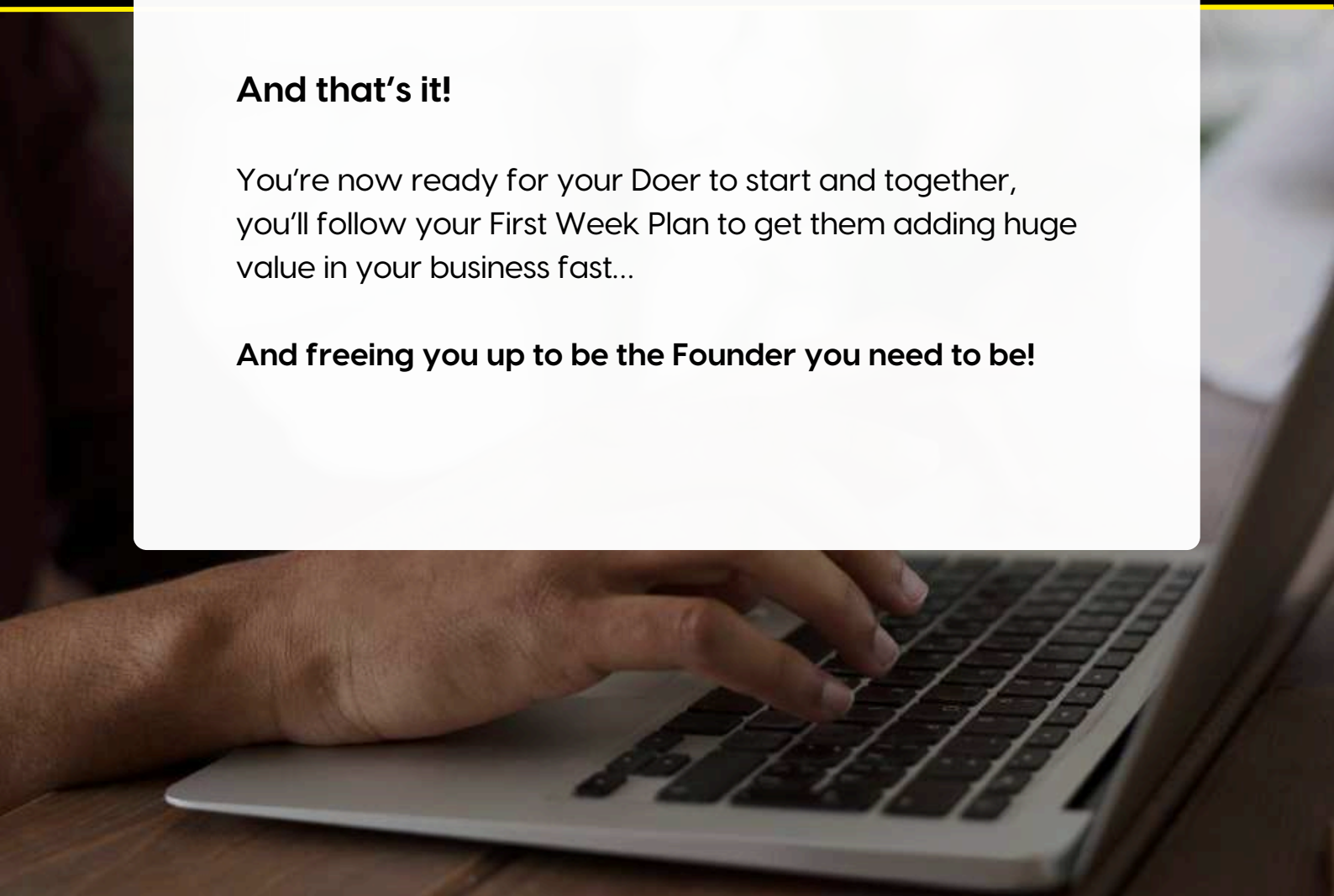
You're now all ready to go so take the time to send an email to your VA's personal email address to let them know:

- How excited you are for them to start
- What time they'll rock up on Day 1
- Where to meet you (i.e. a link to the Day 1 Welcome Call)

And that's it!

You're now ready for your Doer to start and together, you'll follow your First Week Plan to get them adding huge value in your business fast...

And freeing you up to be the Founder you need to be!



THE FIRST DAY

Building a solid relationship with your Doer starts from your very first day...

And the most important part of this First Day is your First Meeting.

This is much more important than you'd perhaps think!

The first introductory call and your first working meeting together is an opportunity for you to initiate the relationship *(because you've employed a human not a robot)*, and also gives you the opportunity to properly establish your Boss / Employee relationship.

This will look differently depending on both of your personalities and the values of your company but Founders often make the mistake with team members of assuming they need to be friends with each employee.
For success as a leader and boss, your relationship with employees during work hours should only ever be "friendly", not "friends".

Whilst you may really enjoy your Doer and the people you lead in your company...

It's important to **prioritize the working relationship** *(the whole reason you hired them)* over any form of friendship *(you're paying them after all so that's just a little weird!)*

In this first meeting, we're going to focus heavily on expectations so that they're clear and you save yourself and your Doers so many headaches in the future :-)

So kick-off this call informally if you choose and feel free to get to know them and their background personally, and then **let's get down to business!**



CALL AGENDA

Induction Checklist

Create a short list of important values, attitudes, rules, expectations and boundaries for your business and walk through these first.

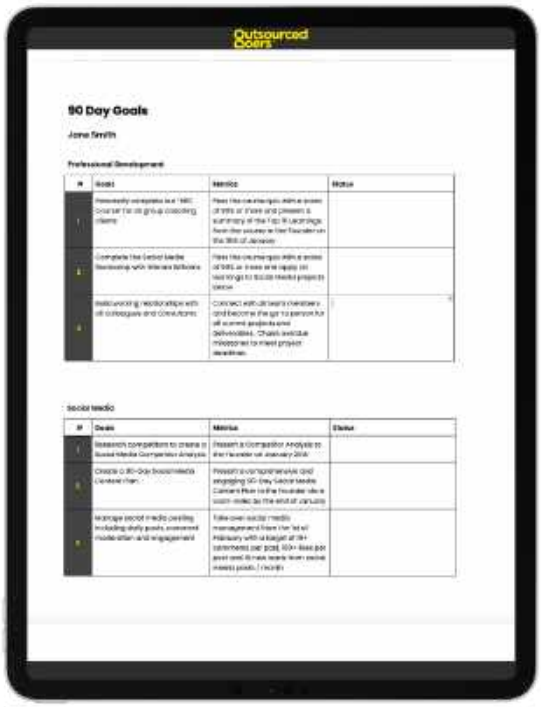
If you start here, this will remove a lot of confusion and frustration down the track due to your expectations simply not being communicated.

So let's communicate them!

Here are some things you can include in your Induction Checklist:

☑ https://docs.google.com/document/d/19_eAntzyeMbTQocY38vyQ_WOOYMS6aKNhvJih5z3yO8/copy





90-Day Goals

Next, share their 90-Day Goals with your Doer and walk through them one goal at a time.

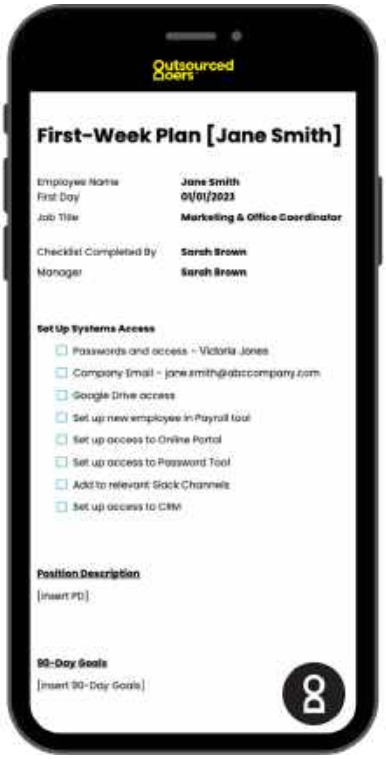
Spend at least 30 minutes on this and be sure to preface it with the fact that they may not know what some of the goals mean or how to do them today, but you'll guide them with training or encourage self-education at each step.

First Week Plan Walkthrough

It's now time to introduce the First Week Plan and take the time to walk-through each day explaining:

- What they'll be doing
- Who they'll be meeting
- How they'll access each of the meetings or tools they'll be using throughout the plan

Simply follow the First Week Plan for the remainder of the week and keep things on track with Check-in Calls.





Daily Check-in Calls

For your first 2-4 weeks, schedule a Daily Check-in Call with your Doer.

It only needs to be 20 minutes and then will stretch to every second day, then twice a week and then weekly if you wish.

In your Daily Check-ins each morning, a good agenda to follow is:

- What did you do / complete yesterday?
- What did you learn yesterday?
- What did you get stuck on / need help with?
- What are you going to do / work on today?
- Any other questions?

And that's it!

You're now ready for a game-changing first week and have set you and your Doer up for them to become a productive and profitable team member FAST.

