ExecWing

Remote Assistant Onboarding Template

A week-one plan you can copy for any dedicated remote assistant.

Before day one

- ☐ Accounts created with least-privilege roles and MFA
- ☐ Password manager vault shared
- ☐ Communication channels agreed (chat, email, video)
- ☐ Working hours and time zone confirmed
- ☐ Top 5 tasks and SOPs ready

Week one

Day	Focus
1	Kickoff call: goals, decision rights, tools tour
2	Shadow recurring tasks; assistant drafts written checklists
3	Assistant performs tasks with full review
4	First owned workflow; daily async update starts
5	Week review: what worked, what to adjust, next tasks

Communication norms

- Response-time expectations by channel.
- How to flag urgent issues outside agreed hours.
- Where SOPs live and who updates them.

Day 30 review

- ☐ Tasks owned without review
- ☐ Quality issues and fixes
- ☐ Next tasks to delegate
- ☐ Access review: remove anything unused

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