



# SYSTEMS SUNDAY

Downloadable

## Creating Your Onboarding Process Week 1 Action Steps

Brought to you by

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The Virtual Assistant Trainer™

# #1: List your current steps once a customer or client purchases your product or service

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

#2: Create a list of all the barriers you have in your business that stop you from being able to have a complete onboarding process

Barrier	Notes

#3: List what benefits you see in your business by implementing an onboarding process – what do you hope to achieve?

Benefits	Notes