

A structured weekly schedule for Rene VA Services — balancing client work, content creation, learning, and administration.

- Social
- Client
- Learning
- Admin
- Review

Monday 16 June		
8:00 AM	Weekly planning session Review goals, tasks & content for the week	Admin
10:00 AM	Content creation block Instagram + TikTok content for Tues–Thurs	Social
2:00 PM	Client check-in — Lebo Digital Monthly review call · 30 mins	Client
Tuesday 17 June		
9:00 AM	Post daily content FB · IG · LinkedIn · TikTok	Social
11:00 AM	Inbox processing Label, reply, archive	Admin
1:00 PM	SEO & blog writing block 2 hrs deep work — no interruptions	Learning
Wednesday 18 June		
9:00 AM	Post daily content FB · IG · LinkedIn · TikTok	Social
10:30 AM	New client discovery call Nadia K. — social media package	Client
2:00 PM	Analytics review Update Excel tracker — weekly metrics	Review
Thursday 19 June		

9:00 AM	Post daily content FB · IG · LinkedIn · TikTok	Social
11:00 AM	Invoice & admin block Send invoices, follow up on payments	Admin
1:00 PM	Skill building Online course / platform research	Learning

Friday 20 June

9:00 AM	Post daily content FB · IG · LinkedIn · TikTok	Social
11:00 AM	Week wrap-up & next week prep Reflect, update content bank, plan ahead	Review
1:00 PM	Networking / LinkedIn engagement Comment, connect, share value	Social

Scheduling tips for VAs

- **Time-block ruthlessly** — protect deep work blocks from ad-hoc interruptions
- **Client calls in mid-morning** — you're alert but not yet in flow state
- **Content creation first** — creative work before admin, not after
- **Friday review is non-negotiable** — it's what keeps the system running week to week