VA Bootcamp

Use this lesson plan in order to complete all the lessons and activities within 30 days. Each week, we have weekends as rest days – but you can make adjustments according to your preference. This calendar also assumes Day 1 is a Monday, but you can adjust accordingly. With this schedule, allocate between 30 minutes to 1 hour to take the appropriate lessons. My suggestion is to print this calendar and mark off the lessons that you've completed as you complete them. That way, you can see what lessons you need to catch up on and track your progress.

On to Module 1!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	**2**	**3**	**4**	**5**	**6**
	Module 1 Lesson 1.0 Lesson 1.1 Lesson 1.2 Lesson 1.3	Lesson 1.4 Lesson 1.5 <u>Recap and Action Items: Module 1</u>	**Module 2** Lesson 2.0 Lesson 2.1 Lesson 2.2 Lesson 2.3 Lesson 2.4	Lesson 2.5 Lesson 2.6 Lesson 2.7 Lesson 2.8 <u>Recap and Action Items for E-mail Management</u>	**Module 3** Lesson 3.0 Lesson 3.1 Lesson 3.2 Lesson 3.3 Lesson 3.4	Rest
7	**8**	**9**	**10**	**11**	**12**	**13**
Rest	Lesson 3.5 Lesson 3.6 Lesson 3.7 <u>Recap and Action Items for Office Applications</u>	**Module 4** Lesson 4.0 Lesson 4.1 Lesson 4.2 Lesson 4.3 <u>Recap and Action Items for Schedule Management</u>	**Module 5** Lesson 5.0 Lesson 5.1 Lesson 5.2 Lesson 5.3 Lesson 5.4	Lesson 5.5 Lesson 5.6 Lesson 5.7 <u>Recap and Action Items for Internet Research</u>	**Module 6** Lesson 6.0 Lesson 6.1 Lesson 6.2 Lesson 6.3	Rest
14	**15**	**16**	**17**	**18**	**19**	**20**
Rest	Lesson 6.4 Lesson 6.5 Lesson 6.6 Lesson 6.7 <u>Recap and Action Items for WordPress Management</u>	**Module 7** Lesson 7.0 Lesson 7.1 Lesson 7.2 Lesson 7.3 Lesson 7.4	Lesson 7.5 Lesson 7.6 Lesson 7.7 <u>Recap and Action Items for Social Media Management</u>	Lesson 8.1 Lesson 8.2 Lesson 8.3 Lesson 8.4 Lesson 8.5 <u>Recap and Action Items for Data Entry and Transcription</u>	Lesson 9.1 Lesson 9.2 Lesson 9.3a Lesson 9.3b Lesson 9.3c	Rest
21	**22**	**23**	**24**	**25**	**26**	**27**
Rest	Lesson 9.4a Lesson 9.4b Lesson 9.4c Lesson 9.4d	9.5a 9.5b 9.5c 9.6a 9.6b	BONUS1 BONUS2 BONUS3 BONUS4 BONUS5	Freelancer.com	Hubstaff	Rest
28	**29**	**30**				
Rest	Onlinejobs.ph	Next Steps				