

Administrative Assistant Weekly Task List

Week of: _____ **Supervisor:** _____

Daily Tasks

- Check and respond to emails, messages, and voicemail
- Review calendars, appointments, and deadlines
- Answer calls and assist visitors
- Prepare, proofread, and file documents
- Update records, databases, and tracking sheets
- Organize the workspace and review unfinished tasks

Monday — Plan

- Review the weekly schedule and priorities
- Confirm meetings and appointments
- Follow up on tasks from the previous week
- Check office supplies

Tuesday — Communicate

- Prepare letters, reports, or presentations
- Send meeting invitations and reminders
- Update contact lists and office records
- Follow up on unanswered requests

Wednesday — Meetings

- Prepare meeting agendas and materials
- Attend meetings and take minutes
- Distribute notes and action items

- Update project-tracking records

Thursday — Follow Up

- Contact employees, customers, or vendors
- Process invoices, orders, or expense reports
- Order needed supplies
- Assist with special projects

Friday — Review

- Complete outstanding assignments
- Submit reports and timesheets
- Organize electronic and paper files
- Review next week's calendar and priorities

Weekly Priorities

1. _____
2. _____
3. _____

Important deadlines: _____

Follow-up items: _____

Notes: _____