# LoftyBiz One-Page First-Week Planner

Give a new hire context, write down what good looks like, plan one useful day-one task, get the basics ready, and book three short check-ins — before they arrive.

*Example figures. General education, not financial, legal or tax advice. Results vary. These are examples, not promises.*

## 1. Role and basics (ready before day one)

Write the role, the pay, the buddy, and the logins before the new hire arrives. A locker, a badge and a login that already works beat a rushed morning.

| Item | Your notes |
|---|---|
| Role title and pay (example only: $18/hour stylist, or $19/hour remote, 4 hours/day) | |
| Named buddy for week one | |
| Logins, badge, locker — checked a day early? | |
| If remote: welcome email, schedule, video-call link, tools list | |

## 2. Context — three lines about the business

On the first morning, spend about thirty minutes away from the busy floor (or on a first video call). Explain who the customers are, why the work matters, and how a typical day runs.

| # | Three lines of context (write yours) |
|---|---|
| 1. Who our customers are | |
| 2. Why this work matters to them | |
| 3. How a typical day runs | |

## 3. What good looks like — and a short “not yet” list

Write what good looks like at week one, month one and month three. Then list what is not expected yet. In the video, the “not yet” list was the part that calmed the new hire down most.

| Point in time | What good looks like |
|---|---|
| End of week one | |
| End of month one | |
| End of month three | |
| Not expected yet | |

## 4. One useful day-one win

Choose one task a new hire can finish on the first day that actually helps the shop or the inbox. Keep it useful, and keep it finishable.

| The day-one task | How you will know it is done |
|---|---|
| | |

## 5. Three short check-ins

Ten minutes at the end of day one, day three and day five. Ask the same three questions: What’s going well? What’s confusing? What do you need from me? Keep the dates in Systex so they don’t slip when the shop gets busy.

| Check-in | Date and time | What’s going well? | What’s confusing? | What do you need from me? |
|---|---|---|---|---|
| Day 1 | | | | |
| Day 3 | | | | |

| | | | | |
|---|---|---|---|---|
| Day 5 | | | | |

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*Systex is our own product. You can keep this page, the buddy and the check-in dates in one Systex checklist at loftybiz.net.*