

## Self Care Checklist

This is a ready-made checklist template for you to keep organized and track all the tasks one-by-one. You can use the Status column to checkmark your completed tasks.

Category	Item Name	Priority	Assignee	Statu
Pre-Arrival	Send offer letter	High		
Pre-Arrival	Complete background check	High		
re-Arrival	Prepare new hire paperwork	Medium		
re-Arrival	Set up work station	Medium		
re-Arrival	Create IT accounts	High		
irst Day	Greet and welcome	High		
irst Day	Office tour	Medium		
irst Day	Introductions to team	High		
irst Day	Review company policies	High		
irst Day	Set up direct deposit	Medium		
rst Week	Schedule orientation sessions	Medium		
irst Week	Complete compliance training	High		
irst Week	Assign mentor or buddy	Medium		
irst Week	Overview of job responsibilities	High		
irst Week	Set initial goals and expectations	High		
irst Month	Review performance objectives	Medium		
rst Month	Conduct regular check-ins	Medium		
irst Month	Provide feedback and support	Medium		
rst Month	Introduce to key stakeholders	Medium		
irst Month	Arrange team-building activities	Medium		
ngoing	Schedule periodic reviews	Medium		
Ingoing	Offer continuous training	Medium		
ngoing	Encourage feedback	Medium		
Ingoing	Update on company news	Medium		
Ongoing	Celebrate milestones	Medium		
dministrative	Complete benefits enrollment	High		
dministrative	Ensure legal compliance	High		
dministrative	Collect signed documents	High		
dministrative	File and store records	Medium		
dministrative	Update HR systems	Medium		
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