

The VA Reset Checklist

5 Steps to Turn Your Assistant into a Pro Operator

Your VA isn't broken — they just haven't been trained to operate like a business partner. Use this checklist to pinpoint where they're stuck and what to fix first.

Step 1: Identify What's Not Working

- ☐ You have to check their work before trusting it.
- ☐ They wait for you to assign the next task instead of anticipating what's next.
- ☐ You're constantly re-explaining things you've already covered.
- ☐ Their updates are vague ("Done!" or "Just checking in").
- ☐ You feel like it's faster to just do it yourself.

Step 2: Reset

If you checked 2 or more boxes, you don't need a new VA, ***you need to reset how they operate.***

Here are 5 simple actions you can take to reset your VA!



OWN IT – Build a Proactive Mindset

Train your VA to take ownership of outcomes, not just tasks.
Ask them to restate every goal in their own words before starting.



COMMUNICATE LIKE A PRO – Clarity Creates Trust

Great EAs don't "check in." They deliver confident, actionable updates.
Teach: "Here's what's done → what's next → one question (if needed)."



MASTER WORKFLOWS – Organize to Win

Your VA should document recurring tasks and create checklists.
Record yourself once, then have them build the SOP.



WORK SMARTER – Automate the Busywork

Tools like ChatGPT and Zapier can handle repetitive admin.
Challenge them to automate one recurring task this week.



SHOW VALUE – Results Over Activity

Your VA's success should be measured by your time saved.
Have them send a "Results Snapshot" weekly: Wins, saved hours, next goals.

Step 3: Ready to Upgrade Your VA for Real?

Your VA can learn all of this — directly from us.

Inside **The Pro VA System**, we teach your assistant how to think, communicate, and operate like a true executive partner — so you can finally step out of the weeds.

Code: PRO100 — saves you \$100 instantly

Upgrade My VA (\$100 Off)