



FIELD GUIDE

**OPERATING AS A
CLIENT-READY VA**

TANTA GLOBAL ASSIST

WHAT THIS FIELD GUIDE IS FOR

Being client-ready means operating with professional judgment, independence, and accountability from day one.

This practice focuses on how you represent yourself and TGA in real client environments.

Why This Practice Matters in Client Work

Clients trust professionals who:

- Communicate clearly
- Surface risks early
- Operate independently
- Uphold standards consistently

Client readiness is about judgment, not instruction-following.

Core Principles

- Professional judgment over rigid execution
- Independence with accountability
- Standards before convenience
- Trust is built through consistency

Common Failure Patterns

- Waiting for direction on obvious issues
- Avoiding responsibility
- Treating client work like training
- Blurring personal and professional boundaries
- Over-relying on scripts

Practical Approaches That Actually Work

- Ask clarifying questions early
- Communicate risks before they escalate
- Operate within scope and escalate appropriately
- Maintain professional tone at all times
- Represent TGA with consistency and care

What This Practice Helps You Do

This practice helps you operate as a trusted, client-facing professional who requires minimal oversight.



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