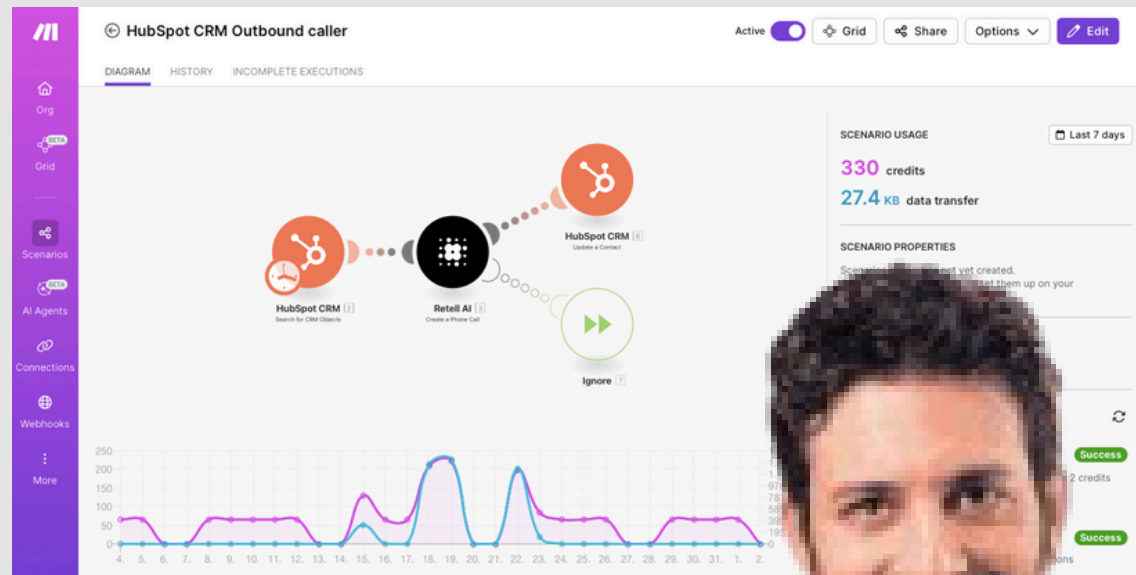




JOB AID

BOTTLENECK IDENTIFICATION CHECKLIST



Checklist:

- Where tasks slow down
- Where handoffs fail
- Where information is missing
- Where deadlines slip



Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

