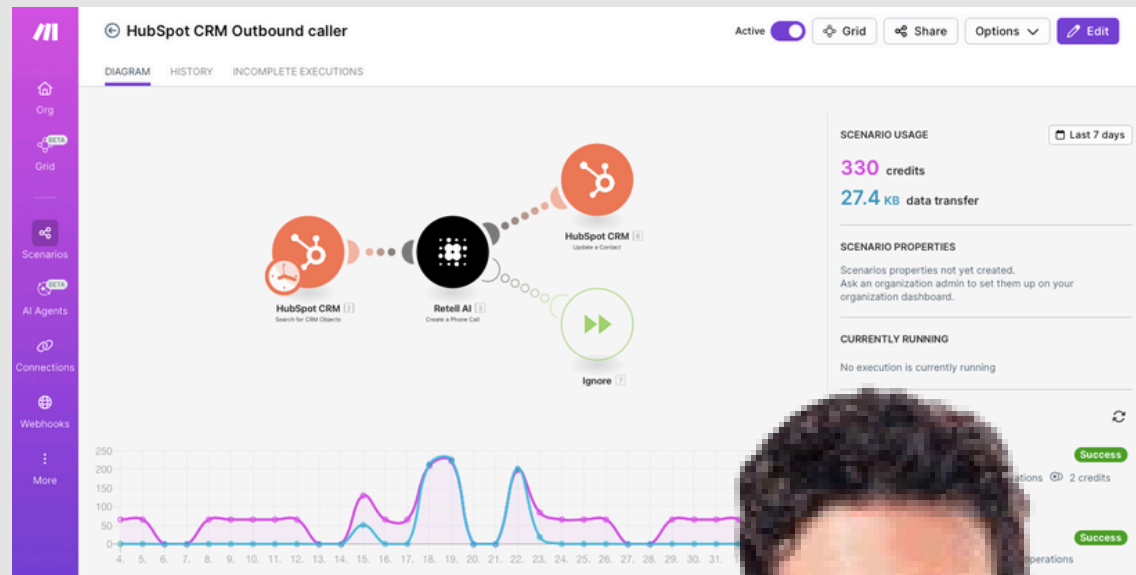




JOB AID

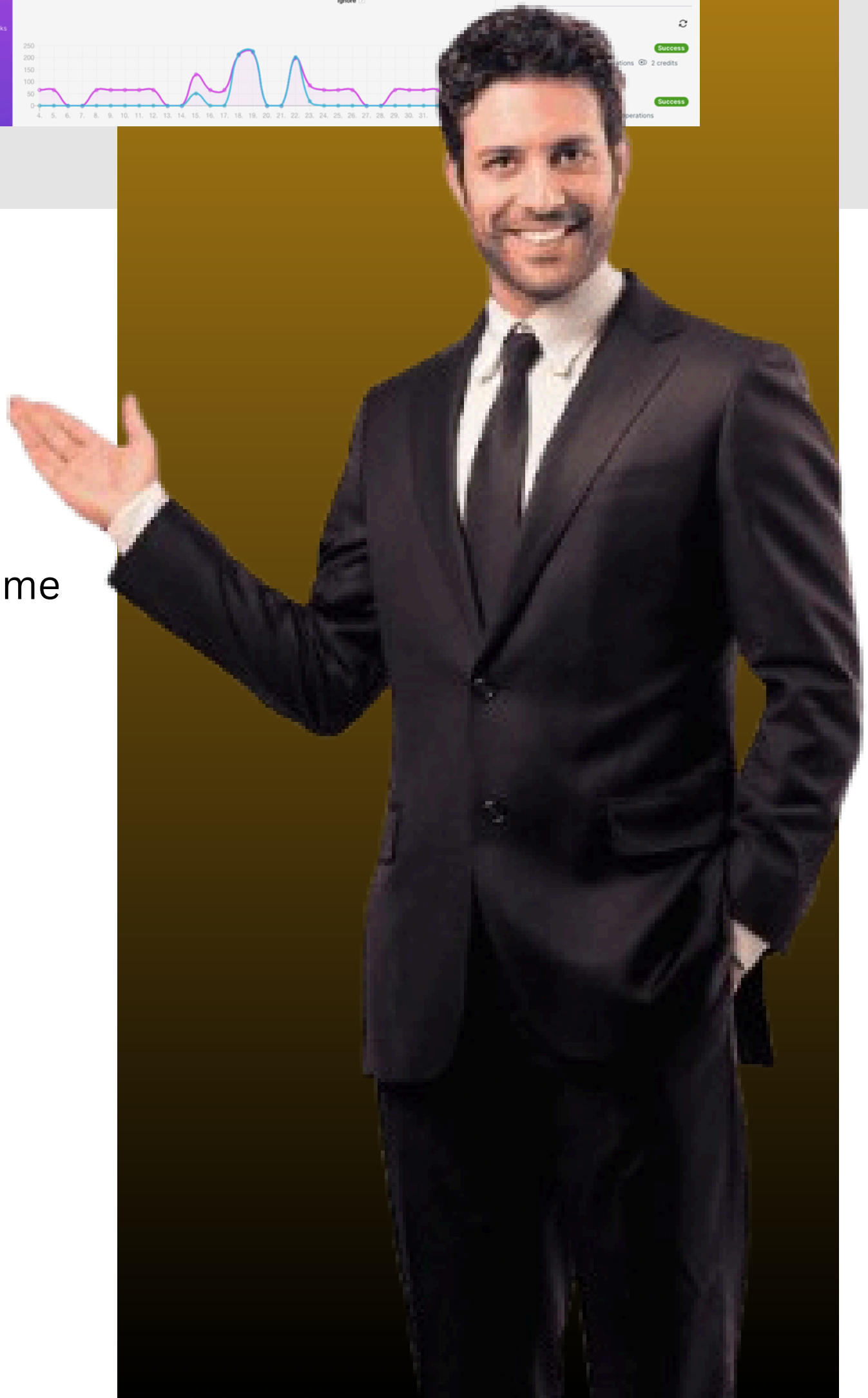
WEEKLY CAPACITY CHECK

Prevents overcommitment before it becomes a client problem.



Checklist:

- My workload is realistic
- I have buffer time
- I know my deadlines
- I've flagged risks early
- I'm not relying on overtime



Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

