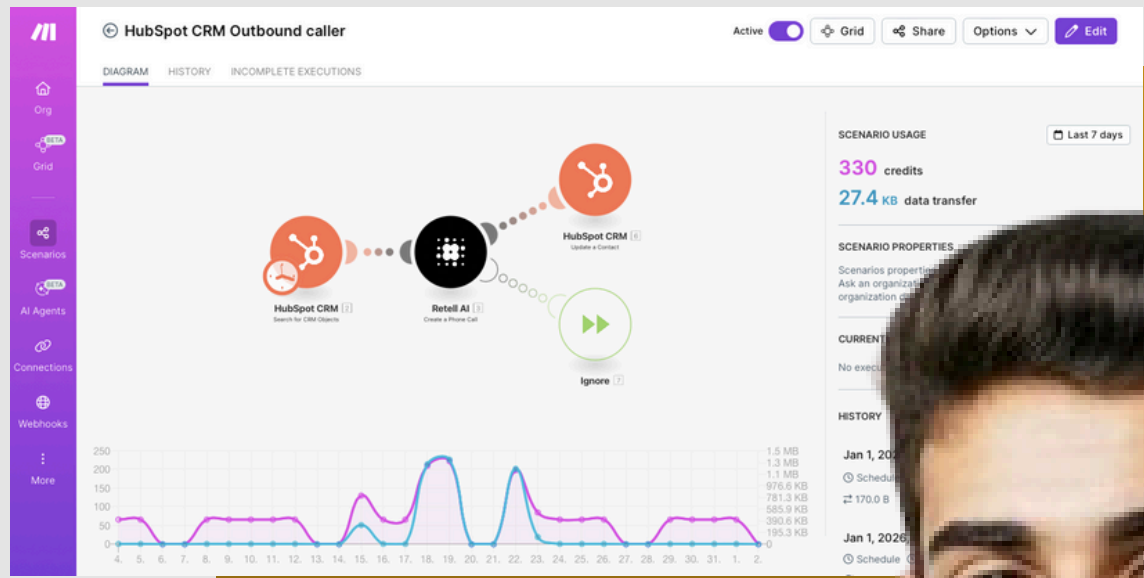




JOB AID

CLIENT MESSAGE CLARITY CHECK

Helps you review messages before sending to ensure clarity and professionalism.



Checklist

- Have I clearly stated my role or context?
- Is the main point obvious in the first two lines?
- Are expectations or next steps explicit?
- Is the tone neutral and professional?
- Would this message still make sense out of context?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

