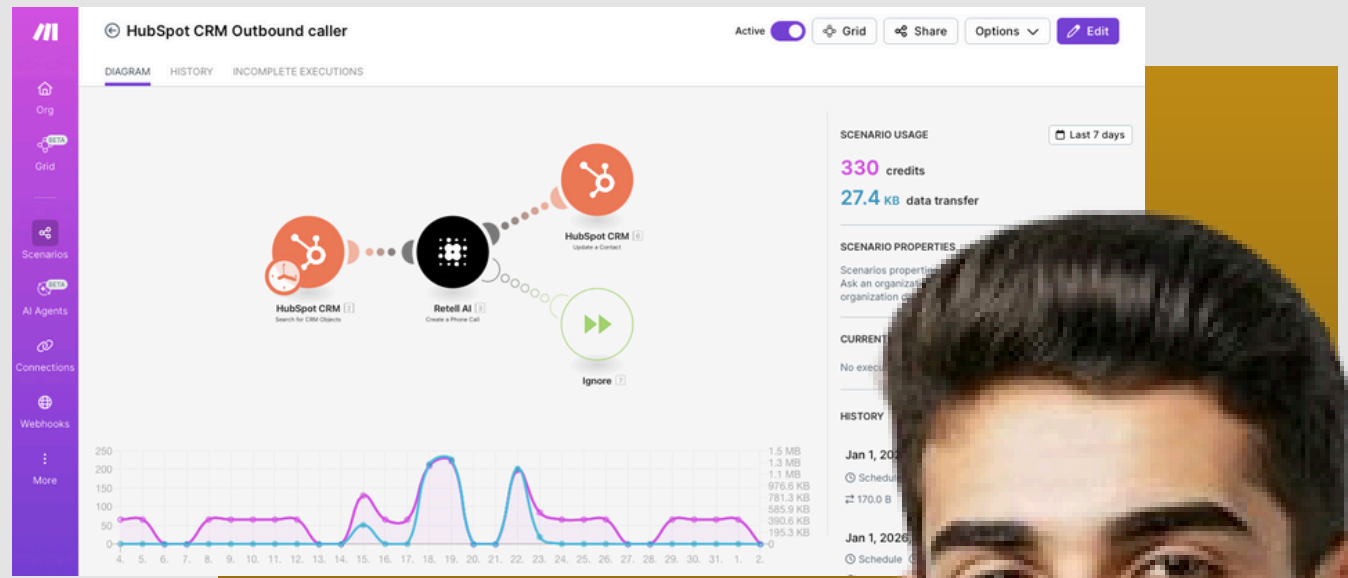




**JOB AID**

# DAILY SAES AND MARKETING SUPPORT OVERVIEW

Helps capture and organize daily support work without relying on memory.



## Daily Support Overview

- Client or project name:
- Date:
- Primary support tasks:
- Secondary or follow-up tasks:

## Priority and Timing

- Must-complete today:
- Can roll if needed:
- Deadlines or time sensitivity:

## Notes and Visibility

- Updates to communicate:
- Questions or blockers:
- Follow-ups for next workday:

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

