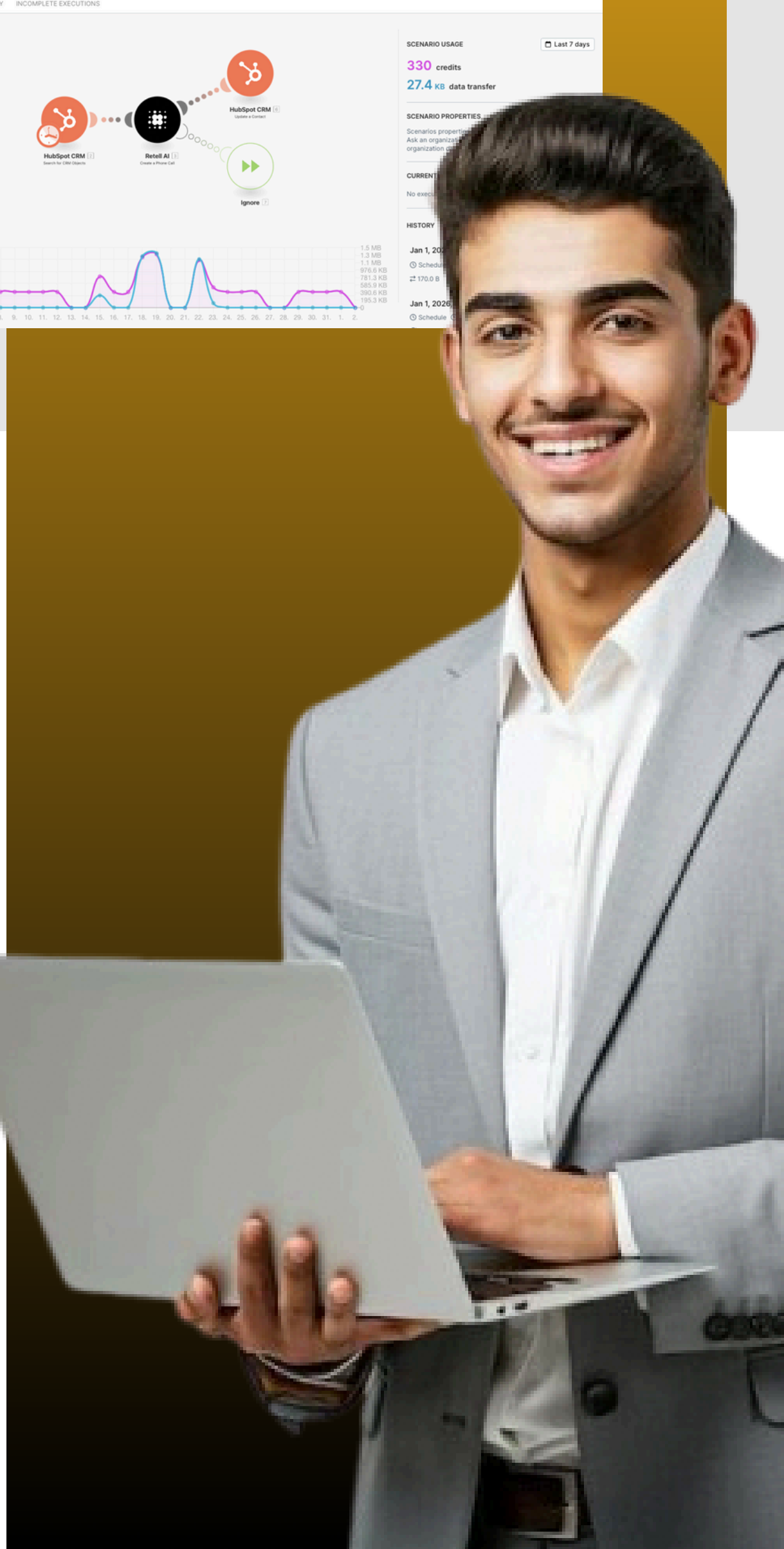




JOB AID

DELAY COMMUNICATION CHECKLIST

Helps communicate delays professionally.



Checklist:

- Have I identified the cause?
- Have I communicated impact?
- Have I proposed next steps?
- Is escalation required?
- Have I documented the update?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

