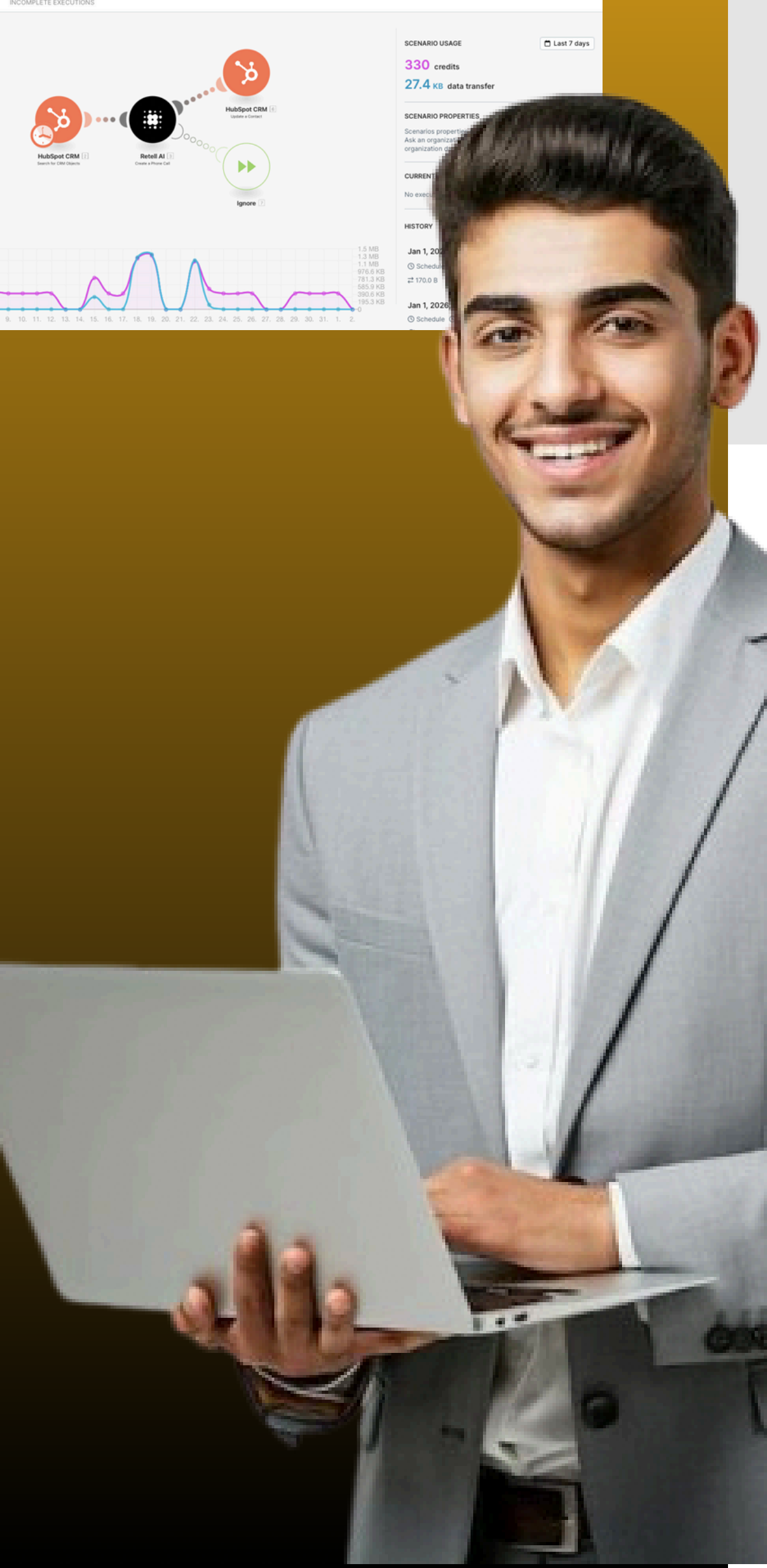
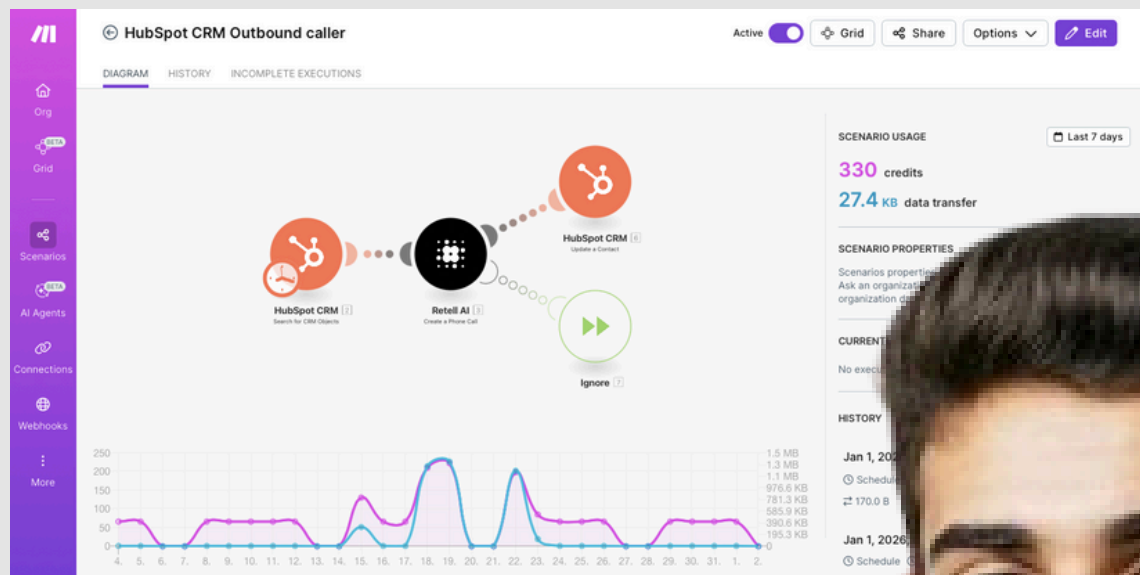




JOB AID

PROFESSIONAL COMMUNICATION PROMPT

Maintain clarity.



- Is the message clear and purposeful?
- Does it reduce confusion or add noise?
- Is the tone client-appropriate?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

