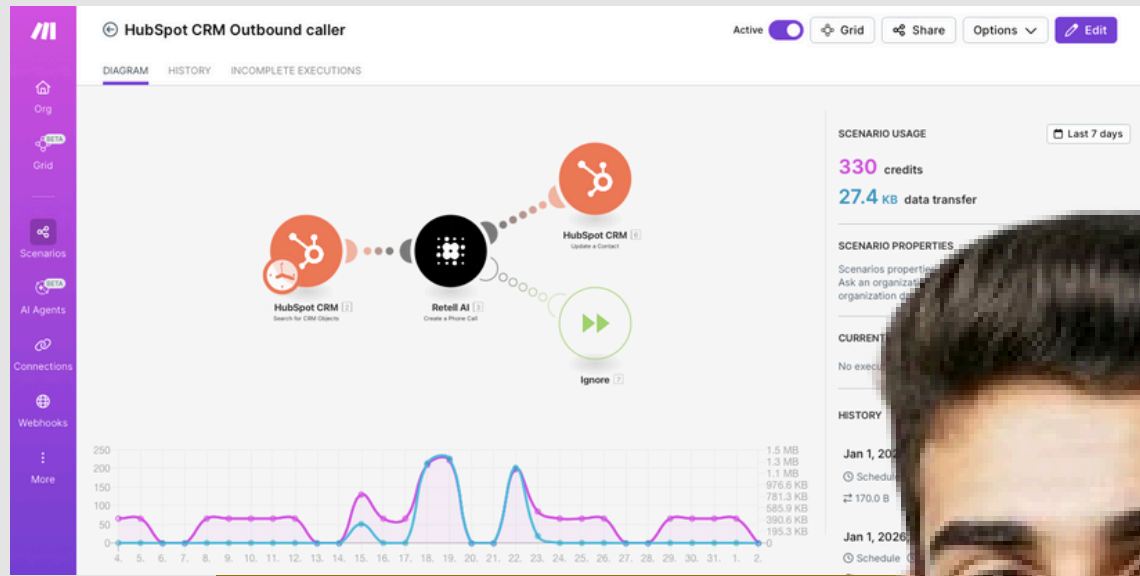




JOB AID

PROFESSIONAL REVIEW PAUSE

A short pause routine to catch avoidable issues before delivery.



- Step away from the file briefly
- Re-open and scan from top to bottom
- Look only for clarity, accuracy, and consistency
- Ignore feature usage or visual polish
- Confirm readiness before sending or sharing

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

