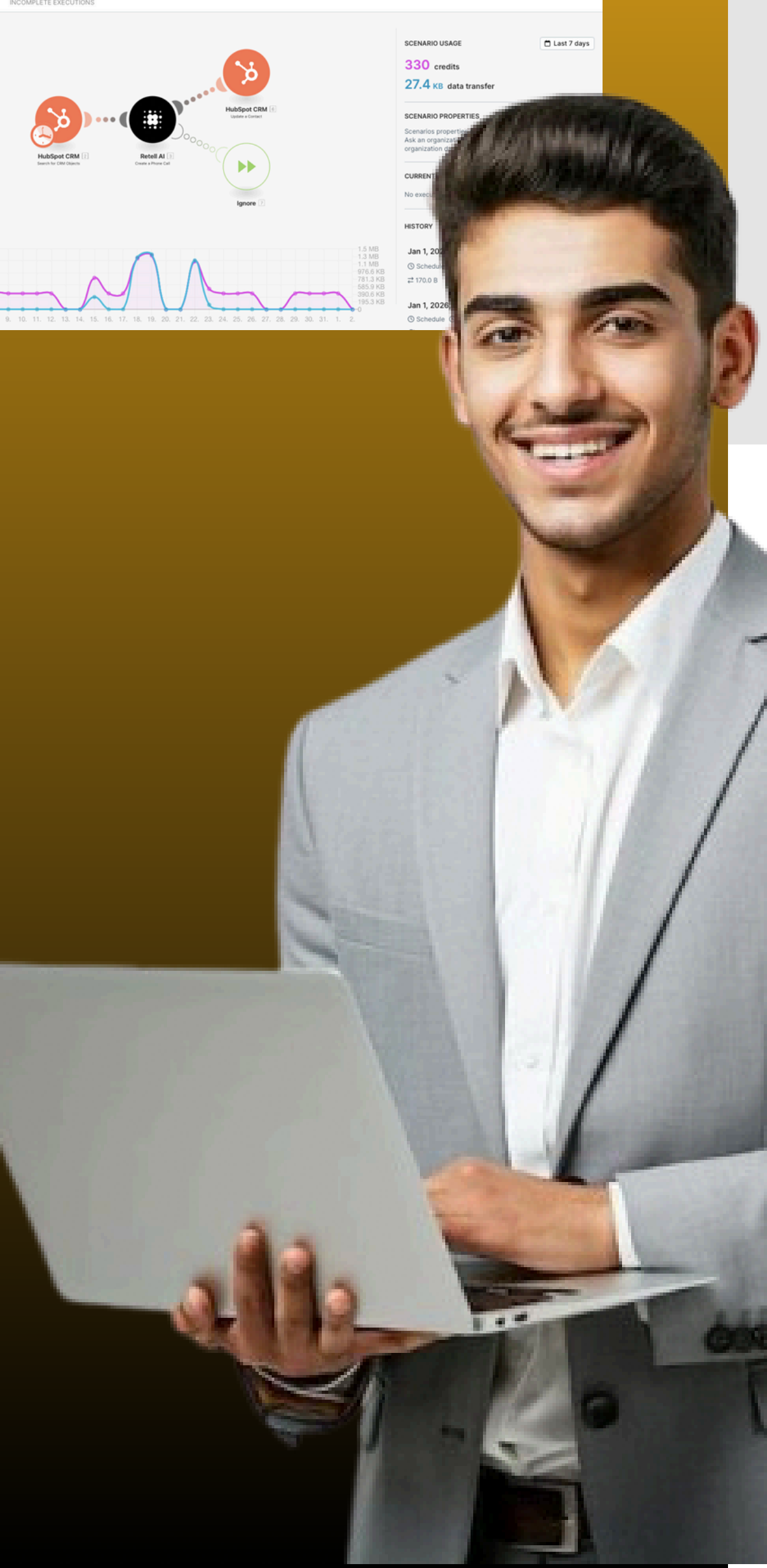
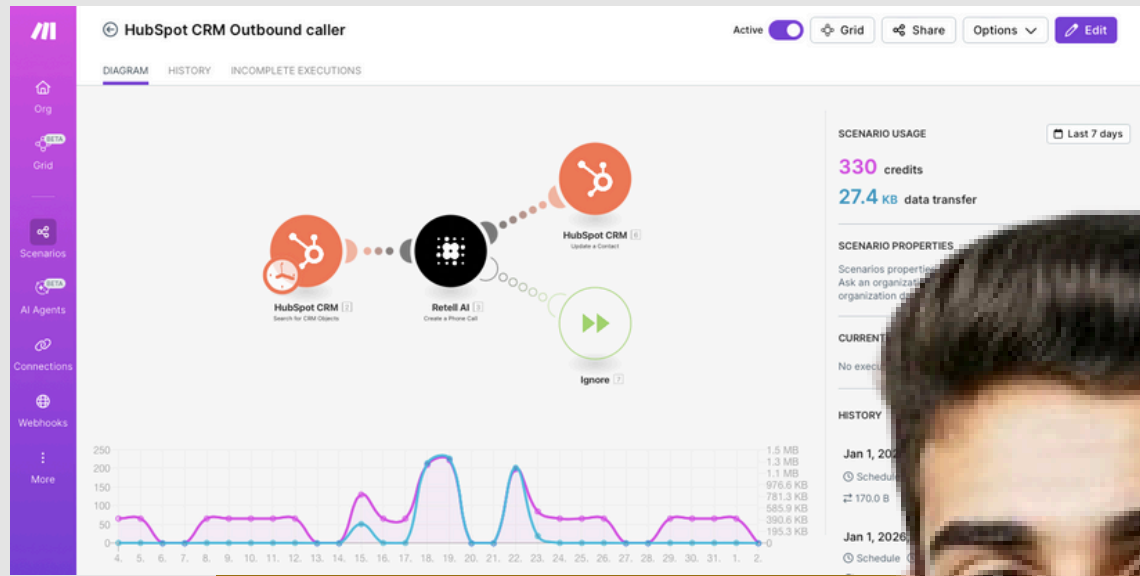




JOB AID

SHARED WORKSPACE HYGIENE CHECK

Keep collaboration spaces client-ready.



- Are files clearly named?
- Is the folder structure intuitive?
- Are outdated files removed or archived?

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

