

017: How A Rockstar VA Can Give You More Freedom And Peace

10 Point Checklist

Carolyn Ketchum

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



"If you're hiring a VA, it won't happen automatically, but finding somebody you can trust is crucial.. I think if you can't almost automatically trust them, it is not worth your extra time."

CAROLYN KETCHUM

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- Start looking for a VA – either through a VA service, or put up an ad on Craigslist.
- Put a riddle in the job posting that applicants must answer – if they don't answer it, dump their application.
- Get your VA to manage your email so your email doesn't manage you. Use folders to know exactly what is the highest priority when you access your email.
- Try out a time tracking software such as TimeDoctor or UpWork to make sure your VAs are staying productive.
- Make your own sheet of your 3 lists of freedom to find what you can delegate – things you don't like to do, things you can't do, things you shouldn't be doing.
- Try a system that separates your day into buffer days, focus days, and free days to make the delineate your focus and workflow throughout the week.
- Have your VA manage your calendar and put in details of your meetings and calls such as call-in number, time zone, etc. and sync it to your phone so you are always in the know.
- Try out OnePassword as a great way to keep all your information safe and accessible in one place.
- Find out what kind of person you are – manager, artist, or entrepreneur, and base some of your delegation on that type.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/how-a-rockstar-va-can-give-you-more-freedom-and-peace-of-mind-carolyn-ketchum/>