

ASK NOVA YOUR VA SUCCESS COACH STARTER GUIDE

by Megan Anderson - All Things Virtual Services LLC



Click below for Nova!

CLICK HERE



Nova is your mentor-in-your-pocket, designed with my 10+ years of VA experience.

She's here to help you grow your business with clarity, confidence, and practical strategies.

Use these starter questions to explore how Nova can guide you.

The more you ask, the more you grow. Nova is here to support you every step of the way, let's build your thriving VA business together!



info@allthingsvirtualservices.com

Question Prompts Below

Templates & Systems

- Can you create a client welcome checklist for me?
- What should an SOP for managing a client's calendar look like?
- Can you give me a template for sending a proposal?



Client Work Tasks

- Can you write me a client email asking for clarity on a task?
- What should my time-tracking system look like for admin tasks?
- Can you draft an SOP for handling client emails?



Business Growth

- How do I package my services into a retainer model?
- What's the best way to raise my rates with existing clients?
- How do I structure my client onboarding process?



Mindset & Boundaries

- How do I set boundaries when a client asks for last-minute work?
- What's the best way to stay confident when I don't have many clients yet?
- How do I stop comparing myself to other VAs?

