

# 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/>