

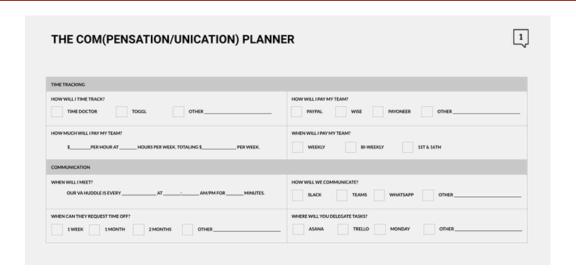
# The Pay & Talk Planner: Streamline Team Payments and Communication

How to Pay and Communicate with Your VAs—Even if You've Never Managed a Team

Before—Without the Stress

# **HOW TO USE THIS:**

- 1. Set Up Your Payment System. Decide how much you'll pay your VA, when you'll pay them (weekly, biweekly, etc.), and which tools you'll use (PayPal, Wise, Payoneer).
- 2. Pick a Time Tracking Solution. Use tools like Time Doctor, Toggl, or your preferred method to track your VA's hours and keep things transparent.
- 3. **Streamline Communication.** Choose how you'll communicate (Slack, WhatsApp, Teams) and set consistent meeting times to stay aligned without constant back-and-forth.
- 4. Clarify Expectations. Set boundaries for time-off requests, delegate tasks with Asana or Trello, and lock in a reliable schedule for VA huddles.



# WHY THIS IS IMPORTANT:

- Clarity and Trust: Clear payment terms and communication systems eliminate misunderstandings, ensuring your VA knows what to expect while building trust and accountability for better performance.
- Efficiency and Independence: With structured tools, schedules, and systems in place, you can eliminate micromanagement, reducing the need to chase updates or clarify tasks.
- Time and Focus: Save time and energy by streamlining logistics, allowing you to focus on business growth while your VA works effectively.

# ◆■ Tired of Miscommunication and Payment Chaos?

Your VA deserves clarity, and YOU deserve peace of mind. Let's create systems that keep your team running smoothly—no more chasing updates or fixing mistakes.

# THE COM(PENSATION/UNICATION) PLANNER

TIMETRACKING	
HOW WILL I TIME TRACK?	HOW WILL I PAY MY TEAM?
TIME DOCTOR TOGGL OTHER	PAYPAL WISE PAYONEER OTHER
HOW MUCH WILL I PAY MY TEAM?	WHEN WILL I PAY MY TEAM?
\$PER HOUR AT HOURS PER WEEK. TOTALING \$ PER WEEK.	WEEKLY BI-WEEKLY 1ST & 16TH
COMMUNICATION	
WHEN WILL I MEET?	HOW WILL WE COMMUNICATE?
OUR VA HUDDLE IS EVERY AT:AM/PM FOR MINUTES.	SLACK TEAMS WHATSAPP OTHER
WHEN CAN THEY REQUEST TIME OFF?	WHERE WILL YOU DELEGATE TASKS?
1 WEEK 1 MONTH 2 MONTHS OTHER	ASANA TRELLO MONDAY OTHER

### **OUR MISSION**

IDENTIFY YOUR EXPERTISE. SCALE YOUR BUSINESS.