

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, bi-weekly, 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.

THE COM(PENSATION/UNICATION) PLANNER 1

TIME TRACKING	
HOW WILL I TIME TRACK? <input type="checkbox"/> TIME DOCTOR <input type="checkbox"/> TOGGL <input type="checkbox"/> OTHER _____	HOW WILL I PAY MY TEAM? <input type="checkbox"/> PAYPAL <input type="checkbox"/> WISE <input type="checkbox"/> PAYONEER <input type="checkbox"/> OTHER _____
HOW MUCH WILL I PAY MY TEAM? \$ _____ PER HOUR AT _____ HOURS PER WEEK, TOTALING \$ _____ PER WEEK.	WHEN WILL I PAY MY TEAM? <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> 1ST & 15TH
COMMUNICATION	
WHEN WILL I MEET? OUR VA HUDDLE IS EVERY _____ AT _____ AM/PM FOR _____ MINUTES.	HOW WILL WE COMMUNICATE? <input type="checkbox"/> SLACK <input type="checkbox"/> TEAMS <input type="checkbox"/> WHATSAPP <input type="checkbox"/> OTHER _____
WHEN CAN THEY REQUEST TIME OFF? <input type="checkbox"/> 1 WEEK <input type="checkbox"/> 1 MONTH <input type="checkbox"/> 2 MONTHS <input type="checkbox"/> OTHER _____	WHERE WILL YOU DELEGATE TASKS? <input type="checkbox"/> ASANA <input type="checkbox"/> TRELLO <input type="checkbox"/> MONDAY <input type="checkbox"/> OTHER _____

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.

Reach out to us at square1grp.com/contact

THE COM(PENSATION/UNIFICATION) PLANNER

1

TIME TRACKING

HOW WILL I TIME TRACK?

☐ TIME DOCTOR ☐ TOGGL ☐ OTHER _____

HOW WILL I PAY MY TEAM?

☐ PAYPAL ☐ WISE ☐ PAYONEER ☐ OTHER _____

HOW MUCH WILL I PAY MY TEAM?

\$ _____ PER HOUR AT _____ HOURS PER WEEK. TOTALING \$ _____ PER WEEK.

WHEN WILL I PAY MY TEAM?

☐ WEEKLY ☐ BI-WEEKLY ☐ 1ST & 16TH

COMMUNICATION

WHEN WILL I MEET?

OUR VA HUDDLE IS EVERY _____ AT _____:_____ AM/PM FOR _____ MINUTES.

HOW WILL WE COMMUNICATE?

☐ SLACK ☐ TEAMS ☐ WHATSAPP ☐ OTHER _____

WHEN CAN THEY REQUEST TIME OFF?

☐ 1 WEEK ☐ 1 MONTH ☐ 2 MONTHS ☐ OTHER _____

WHERE WILL YOU DELEGATE TASKS?

☐ ASANA ☐ TRELLO ☐ MONDAY ☐ OTHER _____

OUR MISSION

IDENTIFY YOUR EXPERTISE. **SCALE YOUR BUSINESS.**