

# Is It Time to Replace Your VA — or Develop Her?

5 scenarios playing out in your business right now — and what they're actually telling you.

*It's 9:43am. You sent your VA a message yesterday. She finished the task — but it missed the entire point of what you asked for. Now you have to redo it yourself, explain it again, or just quietly add it to the list of things you handle because it's faster.*

And somewhere in the back of your mind you're thinking: **is it time to just find someone new?**

Before you do — run this audit. Replacing a VA costs \$4,000–\$7,000 and 8 weeks of starting over. What you might actually have is a training gap. These five scenarios will tell you which one it is.

## 01 **She's always waiting for you to tell her what to do next.**

*Every morning, she logs on and... waits. There's no initiative, no "hey, I noticed X — should I handle it?" Just a blinking cursor and a full inbox that only moves when you push it.*

*The last time I re-explained a process I've already explained was:* \_\_\_\_\_

### WHAT THIS ACTUALLY MEANS

She was never taught how to prioritize without instruction. This isn't a personality flaw — it's a missing framework. Proactive thinking is a skill. It can be trained.

## 02 She sends you problems instead of solutions.

*"Hey, I wasn't sure what to do with this — wanted to check with you." You read it, sigh, and spend 12 minutes solving something she could have solved with two more minutes of effort. This happens at least three times a week.*

*The type of question she asks me most that I wish she'd just handle:* \_\_\_\_\_

### WHAT THIS ACTUALLY MEANS

No one taught her the problem-solving framework: try two solutions first, then escalate with options — not just questions. Once she has this, your message volume drops dramatically.

## 03 She does the task — but misses everything around it.

*You asked her to schedule a client call. She scheduled it. Didn't send a confirmation. Didn't add the Zoom link. Didn't check your other commitments that day. Technically done. Operationally incomplete.*

*A recent task she completed that still created work for me afterward:* \_\_\_\_\_

### WHAT THIS ACTUALLY MEANS

She's executing instructions, not outcomes. The shift from task-taker to strategic partner requires learning to see the full picture — not just the step in front of her. This is teachable.

## 04 You find out about problems after they've already affected someone.

*A client followed up on something that was supposed to be handled. Your VA knew it was delayed — but didn't flag it. You found out from the client. Now you're apologizing for something you didn't even know was slipping.*

*The last time I said "why didn't you tell me sooner?" was:* \_\_\_\_\_

### WHAT THIS ACTUALLY MEANS

She doesn't yet understand that her job includes protecting you from surprises — not just completing deliverables. Proactive communication is a learnable behavior, not a personality trait.

## 05 You're still the engine. She's just the wheels.

*If you stop pushing, everything stops moving. She needs your energy to go anywhere. You hired a VA to get your time back — but you're still the one who drives every initiative forward.*

*The thing I'm still doing myself because it's "easier" than delegating it:* \_\_\_\_\_

### WHAT THIS ACTUALLY MEANS

This is the most expensive sign of all. You're not getting leverage — you're getting overhead. A VA with the right skills becomes a force multiplier. Without them, she's a dependency.

FROM SOMEONE WHO'S BEEN THROUGH IT

*"Before: unsure, a little chaotic, pretty basic in my skill sets. After: confident, with more of an operational viewpoint and a strategic viewpoint."*

*“Investing in your VA, you are investing in your own business... They’re going to get better and become more efficient — so you have the efficiency factor. And you’ll have a better skill set at your disposal.”*

— Meghan Masten, after 8 months of training through The Uplevel method

## How many scenarios did you recognize?

- 1–2** Watch closely. These are early warning signs worth addressing now, before they compound.
- 3–4** You have a training gap — not a people problem. Your VA is a strong candidate for The Uplevel.
- 5** Stop drafting that job listing. This is exactly what The Uplevel was built for.

**The Uplevel: 4 weeks. 1:1 coaching. The VA you already have — transformed.**

Your VA does the work. You see the results in how your business runs. **\$597** · Guaranteed or your money back.

[theuplevel.com](https://theuplevel.com)