



the next **move**

FREE RESOURCE 03

The GHL VA Starter Checklist

Before you call yourself a GHL VA, can you do these ten things?
Tick them honestly. Nobody is watching.



01 Create a Contact

Add a contact manually and via import, with tags and custom fields filled in correctly.



02 Build a Pipeline

Create a pipeline with logical stages and move an opportunity through all of them.



03 Create a Workflow

Build a workflow from scratch that starts, waits, and does something useful.



04 Set up a Trigger

Fire a workflow from a form submission, a tag, or a pipeline stage change.



05 Create an Email

Build and send an automated email with merge fields that actually populate.



06 Create an SMS automation

Send an automated SMS as part of a sequence, with correct timing.



07 Build a Calendar

Set availability, generate a booking link, and add confirmation reminders.



08 Create a Funnel

Build a funnel page with a working form connected to your CRM.



09 Test an Automation

Run yourself through the whole flow as a fake lead and confirm every step fires.



10 Troubleshoot a Workflow

Open the logs, find why a step didn't fire, and fix it without guessing.



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YOUR SCORE

So what does your number mean?

Count your ticks and find yourself below. Every band has a clear next step.

0 - 3

You're at the beginning, and that is genuinely fine.

Start with Week 1 of the 30-Day Learning Roadmap. Do not try to learn funnels yet. Learn contacts, pipelines, and the dashboard first. In one month this list looks completely different.

4 - 6

You're further along than you think.

You have the basics. Your next unlock is workflows and automation, because that is the exact skill that turns a general VA into a hire-able GHL VA. Focus everything there for two weeks.

7 - 9

You're close. Just a few gaps left.

Fill the specific gaps you left unticked, then build one complete mini system end to end. Once you can do that, you can confidently say yes to client work.

10

You're not a beginner. You're a builder.

Now the skill to develop is not technical, it is commercial: onboarding clients, scoping work, documenting systems, and reporting results. Start charging what the work is worth.

Nothing you learn is wasted.

You don't need to know everything yet. You just need to be willing to learn, build, and make your next move.

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