

A GUIDE TO BECOME A VA

Becoming a **GENERAL VIRTUAL ASSISTANT**

IN JUST SEVEN DAYS!

LAIRA MIKAELA CADANO
VA TRAINER - OCTOBER 2025

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HEY, I'M LAIRA

My name is Laira Mikaela Cadano, and I began my career as an Executive Virtual Assistant in the Petroleum Engineering sector, where I developed a deep understanding of the importance of structured systems, clear communication, and proactive support in business success. My dedication to excellence and continuous improvement led to my promotion as Chief Operating Officer of a U.S.-based healthcare company.

Today, I am the Founder of Inheris Works, a new agency built on the principles of discipline, curiosity, and lifelong learning. I look forward to identifying and nurturing individuals whose potential aligns with our mission and vision for growth.

Laira xoxo

LET'S DO THIS!



TRAINING GUIDE

WELCOME TO THE TRAINING GUIDE

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WELCOME TO THE TRAINING GUIDE

WELCOME TO THE

Welcome

TO THE TRAINING GUIDE

WHY I CREATED THIS PROGRAM

This training guide is my personal way of giving back to the virtual assistant community.

I understand what it's like to start from zero — uncertain, overwhelmed, and wondering how to get that first client. That's exactly why this program exists: to help you begin your VA journey with clarity, confidence, and structure.

THE TRAINING GUIDE

WELCOME TO THE TRAINING GUIDE

WELCOME

I am offering this training completely free because my goal is simple: to help new and aspiring VAs build a solid foundation and discover that they, too, can build meaningful careers online. This comes from pure intention to empower others and open doors the same way others once opened them for me.

This document contains the complete workflow and lesson plan for our 7-Day General Virtual Assistant Training.

Please read through each day's section before our live sessions.

Our meetings will focus on reviewing, clarifying, and applying what you've already studied here.

Think of this as your pre-training manual — your personal guide to understand the flow, expectations, and learning outcomes for each day.

By following along and completing each step, you'll gradually build your VA Starter Portfolio, a collection of templates, examples, and documents that you can later use when applying for real clients.

TRAINING GUIDE

WELCOME TO THE TRAINING GUIDE

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GROWTH.

IN VISION. IN GROWTH.

IN GROWTH.

CERTIFICATION & COMPLETION

At the end of the 7-Day Training, every participant who:

1. Attends all sessions (or reviews recordings)
2. Completes all assignments and activities
3. Submits their final VA portfolio

..will receive a Certificate of Completion as proof that you've successfully finished the General Virtual Assistant Foundations Program (Level 1).

This certificate serves as your first milestone, your evidence of commitment, effort, and readiness to take your first client or internship opportunity.

FINAL MESSAGE

To everyone joining this program, thank you for showing up for yourself.

The online world offers endless opportunities, but success always begins with the right mindset and a genuine willingness to learn.

This manual and this entire program were created from my sincere desire to see you grow and thrive. I want you to feel supported, guided, and confident every step of the way.

My only request is that you commit fully for this one week: give your focus, your energy, and your best effort. By the end of this program, you will not only understand what it takes to be a General Virtual Assistant, you will also have the clarity, skills, and confidence to begin serving clients and building a sustainable online career.

Welcome to the training and to your new journey as a Virtual Assistant. Remember, In Vision. In Growth. — that is where transformation begins.

Let's make this week count.

With gratitude,

Laura xoxo

CHAPTER 1



LEARNING GUIDE

UNDERSTANDING THE GENERAL VIRTUAL ASSISTANT ROLE

LET'S
DO IT

What you will learn

By the end of this session, participants will understand a VA's role, key skills, basic tools, and how to set up a professional workspace.

PART 1: UNDERSTANDING THE GENERAL VIRTUAL ASSISTANT ROLE

WHAT IS A GENERAL VIRTUAL ASSISTANT

A General Virtual Assistant (GVA) is a remote professional who provides administrative, technical, and organizational support to clients. GVAs help business owners and professionals manage their workload, allowing them to focus on strategic and high-value tasks.

Typical responsibilities include communication management, scheduling, research, documentation, and data organization. The position requires adaptability, attention to detail, and a strong sense of professionalism.

COMMON TASKS OF A GENERAL VIRTUAL ASSISTANT

- Managing and organizing emails
- Scheduling meetings and maintaining calendars
- Managing files and folders through Google Drive
- Creating and editing documents and spreadsheets
- Conducting online research and data entry
- Preparing simple reports or updates
- Tracking projects and tasks
- Supporting client communication and follow-ups

TYPICAL CLIENTS

- Entrepreneurs and small business owners
- Coaches, consultants, and service providers
- Real estate professionals
- E-commerce business owners
- Nonprofit and community-based organizations





PART 2: CORE TRAITS AND SOFT SKILLS

Success as a VA is primarily determined by behavior, attitude, and work habits. The following traits and soft skills form the foundation of professional excellence in the virtual industry.

SKILL DESCRIPTION

Professionalism: Demonstrates integrity, reliability, and accountability.

Communication: Writes and speaks clearly, maintains a polite and respectful tone.

Time Management: Balances multiple tasks while meeting deadlines.

Organization: Keeps files, notes, and communications structured and accessible.

Adaptability: Adjusts to new systems, clients, and workflows quickly.

Proactivity: Anticipates client needs and offers solutions without waiting for direction.

ACTIVITY: SOFT SKILLS SELF-ASSESSMENT

Participants should rate themselves from 1 (Needs Improvement) to 5 (Excellent) in each category.

SKILL	DESCRIPTION	SELF-RATING (1-5)	NOTES FOR IMPROVEMENT
Communication	Writing clearly and appropriately		
Professionalism	Showing reliability and consistency		
Time Management	Meeting deadlines effectively		
Organization	Keeping work structured and efficient		
Adaptability	Learning and adjusting quickly		
Proactivity	Taking initiative and ownership		



PART 3: TOOLS AND TECHNOLOGY FOR GENERAL VIRTUAL ASSISTANTS

TOOL	FUNCTION	EXAMPLE OF USE
Gmail	Email management	Sending client updates and organizing messages
Google Drive	File storage and sharing	Maintaining accessible project folders
Google Docs	Document creation	Writing reports and client summaries
Google Sheets	Data management	Tracking research or project data
Google Calendar	Scheduling	Setting appointments and reminders
Trello	Task management	Visualizing daily and weekly task progress
Zoom	Meetings	Attending virtual sessions and client calls
Canva	Design tool	Creating templates, headers, and simple visuals
Toggl/Asana	Time tracking	Monitoring work hours and productivity

CHAPTER 2



LEARNING GUIDE

**EFFECTIVE EMAIL COMMUNICATION WITH
GMAIL AND CHATGPT**

LET'S
DO IT

What you will learn

By the end of this session, participants will be able to write professional, well-structured emails; manage their Gmail inbox effectively; use ChatGPT responsibly for drafting and editing; and demonstrate appropriate tone and professionalism in written communication.

Part 1: Foundations OF PROFESSIONAL COMMUNICATION

- 01
- 02
- 03
- 04
- 05

CLARITY

Use simple, direct language. Avoid unnecessary details.

POLITENESS

Maintain respect in tone and word choice.

STRUCTURE

Organize content logically.

ACCURACY

Check for correct grammar, spelling, and facts.

TONE

Stay neutral, confident, and professional.

PART 2: EMAIL ETIQUETTE AND FORMATTING

STRUCTURE OF A PROFESSIONAL EMAIL:

1. Subject Line: Clear and specific.
2. Greeting: Address recipient formally.
3. Introduction: Provide context.
4. Body: Present key information concisely.
5. Closing: End politely and include a professional signature.

SAMPLE EMAIL FORMAT

Subject: Weekly Report – October 26, 2025

Body:

Good day, [Client Name],

Please find attached the weekly report summarizing tasks completed from October 20–26. Kindly let me know if you would like any clarifications or adjustments.

Best regards,
[Your Full Name]
General Virtual Assistant

COMMON MISTAKES TO AVOID

- Overly casual tone (e.g., “Hey,” “LOL”)
- No subject line or unclear topics
- Long, unstructured paragraphs
- Not proofreading before sending



LET'S
DO IT



PART 3: GMAIL MANAGEMENT AND ORGANIZATION

KEY GMAIL FEATURES

FEATURE	PURPOSE	EXAMPLE USE
Labels	Categorize emails	Create folders such as Clients, Reports
Filters	Automate sorting	Direct invoices to Finance label
Stars	Highlight priority messages	Mark urgent client requests
Templates	Save frequently used messages	Weekly report email drafts
Signature	Add professional identity	Include name, title, contact
Search Operators	Locate specific emails	from:clientname subject:invoice

Part 4: Writing Exercises & CHATGPT INTEGRATION



COMPOSE A PROFESSIONAL INTRODUCTION EMAIL

Scenario: You are a newly hired VA introducing yourself to a client.

Goal: Express professionalism, confidence, and readiness.



FOLLOW-UP MESSAGE

Scenario: A client has not responded to a report sent two days ago. Write a short, polite follow-up.



CLARIFICATION REQUEST

Scenario: The client provided unclear instructions. Draft a respectful request for clarification.

USING CHATGPT AS A *comprehensive* *writing* ASSISTANT *for* PROFESSIONAL COMMUNICATION

CHATGPT PROMPT

Vault Samples



DRAFT A POLITE TASK COMPLETION UPDATE:

Draft a professional email to a client named [Client Name] confirming I have completed their requested task. Thank them for the opportunity and ask politely if any revisions are needed. Keep the tone formal and concise.

WRITE A PROFESSIONAL SELF-INTRODUCTION:

Write a formal introduction email for a new Virtual Assistant named [Your Name]. Express enthusiasm to start, highlight professionalism, and offer availability for collaboration.

REQUEST CLARIFICATION:

Draft a short, polite message to ask a client for clarification on an assigned task. Maintain a respectful tone.



PROOFREAD AND IMPROVE TONE:

Proofread this email for grammar, tone, and clarity. Make it sound more professional and client-appropriate:
[Paste email here]



CHAPTER 3



LEARNING GUIDE

TIME MANAGEMENT AND TASK ORGANIZATION

LET'S
DO IT

What you will learn

Prioritize tasks, turn client requests into Trello cards, block focus and buffer time on Google Calendar, and use a simple intake SOP to schedule work.

TRELLO QUICK BUILD

NAVIGATE TO TRELLO.COM

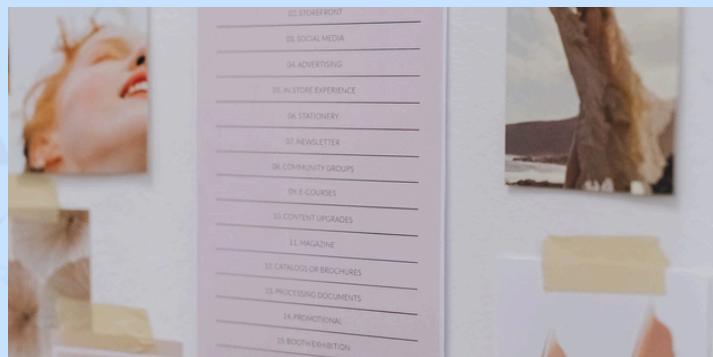
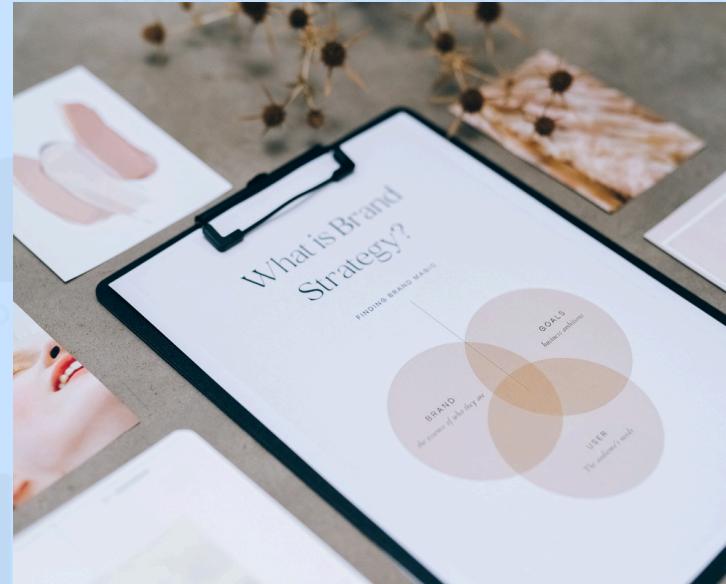
Board lists: Inbox, To Do, Doing, Review, Done

Labels: High, Medium, Low; Client A, Client B; Waiting

Hands-on steps:

1. Create one **card template** named “Report Delivery” with a checklist:

- o Draft document
- o Self-review vs. acceptance criteria
- o Save in Drive folder, set permissions
- o Attach link to card
- o Send delivery note to client



2. Convert two triage items into cards:

- o Clear title: “Client A – Compile 20 leads”
- o Description: expected format, source, due time
- o Checklist: 3–5 steps
- o Due date and priority label
- o Attach Drive link (placeholder allowed)

3. Move one card from Inbox → To Do → Doing.

PART 5: TASK INTAKE SOP + DELIVERY

TASK INTAKE SOP (FOUR LINES):

1. Acknowledge receipt within two business hours.
2. Confirm scope, output format, and deadline.
3. Create Trello card, set due date, and schedule focus block.
4. Share ETA and first checkpoint.

INTAKE CONFIRMATION TEMPLATE (COPY):

Subject: Task received – [Task Title]

Message:

Hello [Client Name],

I have received your request for [brief description]. I will deliver [output/format] by [date/time]. I have scheduled work time and will share a checkpoint update by [time]. Please confirm if [assumption/dependency] is correct.

Regards,
[Your Name]

DEFINITION OF DONE – QUICK CHECK:

- File saved to correct Drive folder with naming convention.
- Permissions verified; link opens for client.
- Trello card moved to Done with attachment.
- Delivery note sent with one-paragraph summary and link.

CHAPTER 4



LEARNING GUIDE

FILE AND DATA MANAGEMENT FOR
VIRTUAL ASSISTANTS

LET'S
DO IT

What you will learn

Organize Google Drive folders, use consistent file names, manage data in Sheets, follow sharing best practices, and handle client information accurately and confidentially.

PART 1: DATA MANAGEMENT PRINCIPLES

KEY PRINCIPLES:

- Accuracy: Double-check entries before submission.
- Structure: Group related files into subfolders.
- Consistency: Use clear, uniform naming conventions.
- Security: Never share confidential data outside approved channels.

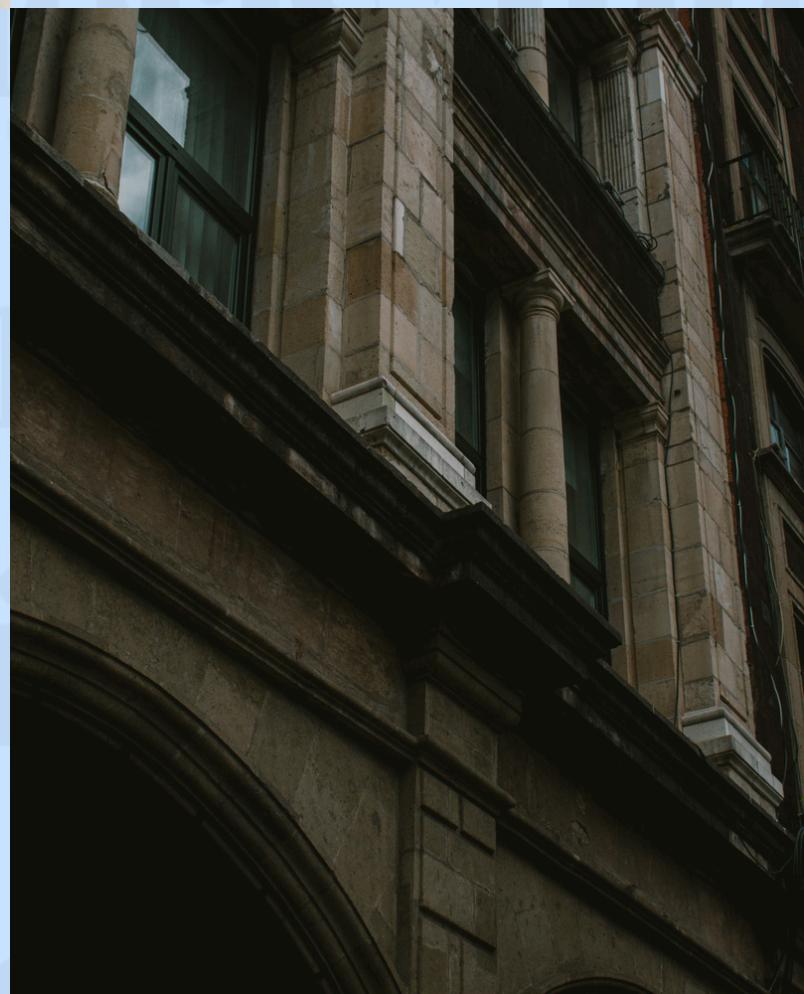
Example: ClientA_Report_2025-10-28.xlsx – for easy retrieval.

PART 2: FILE ORGANIZATION STANDARDS

Sample structure inside Google Drive:

- Client Projects
 - ↳ Client A
 - ↳ Inbox
 - ↳ Reports
 - ↳ Archives
- Templates
- Research
- Reports

Participants create this folder layout in Drive and add a dummy file under each subfolder.



PART 3: GOOGLE DRIVE PRACTICE

1. Create and name the above folders.
2. Upload three sample files.
3. Set folder permissions: “Viewer,” “Commenter,” “Editor.”
4. Share one folder with trainer’s sample email (mock).



PART 4: GOOGLE SHEETS ACTIVITY

NAME	EMAIL	TASK	STATUS	DATE COMPLETED
John Reyes	john@example.com	Data cleanup	Done	10/28/25

ALWAYS VERIFY SHARING PERMISSIONS BEFORE SENDING FILES TO CLIENTS.

CHAPTER 5



LEARNING GUIDE

SOCIAL MEDIA & CONTENT SUPPORT FOR VAS

LET'S
DO IT

What you will learn

Draft professional, on-brand captions, create simple Canva graphics, organize content plans in Sheets, and schedule posts using sample tools.



PART 1: ROLE OF A SOCIAL MEDIA VA

Note: GVAs assist with social media coordination, not strategy or paid ads.

PART 2: CANVA BASICS

EXAMPLE:

“Start your morning with clarity. Small steps lead to big results.

#MotivationMonday”

Activity: Write two short captions – one motivational, one promotional.

PART 4: CONTENT PLANNING SHEET

DATE	PLATFORM	POST TYPE	CAPTION	GRAPHIC	STATUS
Oct 29	Instagram	Quote	"Start your morning..."	motivation .png	Draft

DUTIES INCLUDE:

- Drafting captions or post descriptions.
- Designing basic graphics.
- Scheduling posts and tracking analytics.

HANDS-ON:

1. Create one social post (1080×1080 px).
2. Use a free template, insert a client quote or product name.
3. Add brand color or placeholder logo.
4. Export PNG and save to “Social Media” folder.

PART 3: CAPTION WRITING & TONE

CHAPTER 6



LEARNING GUIDE

**CLIENT COMMUNICATION &
PROFESSIONAL ETIQUETTE**

LET'S
DO IT

What you will learn

Demonstrate professionalism by communicating respectfully, providing clear client updates, managing conflicts effectively, and maintaining a professional tone in all chats and emails.



PART 1: CLIENT RELATIONS

Best Practices:

- Always confirm receipt of messages.
- Acknowledge feedback and clarify next steps.
- Deliver on or before deadlines.



PART 2: MEETING ETIQUETTE

- Before: Confirm time zones, share agenda 24 hours in advance, test audio, prepare notes.
- During: Keep camera on (if possible), mute when not speaking, take notes.
- After: Send summary and action points.



PART 3: WRITING UPDATES

Subject: Weekly Progress Update – [Project Name]

Hello [Client Name],

Here's a quick summary of this week's progress:

Task A: Completed | Task B: In progress (ETA: Friday) | Task C: Awaiting feedback

Please let me know if you'd like any changes.

Best regards,

[Your Name]



PART 4: FEEDBACK & CONFLICT MANAGEMENT

Scenario practice:

- Client says: "This isn't what I asked for."
- Response: "Thank you for the feedback. I'll review the task immediately and make the adjustments based on your preferred format. May I confirm which section you'd like revised first?"

CHAPTER 7



LEARNING GUIDE

**PORTFOLIO COMPLETION, RESUME &
COVER LETTER WORKSHOP**

LET'S
DO IT

What you will learn

Find clients on trusted platforms, create a skills-based resume with two cover letters, optimize LinkedIn and OnlineJobs.ph profiles, use concise ChatGPT prompts for applications, and assemble a complete VA Starter Portfolio.

PART 1: WHERE FILIPINO VAS FIND CLIENTS

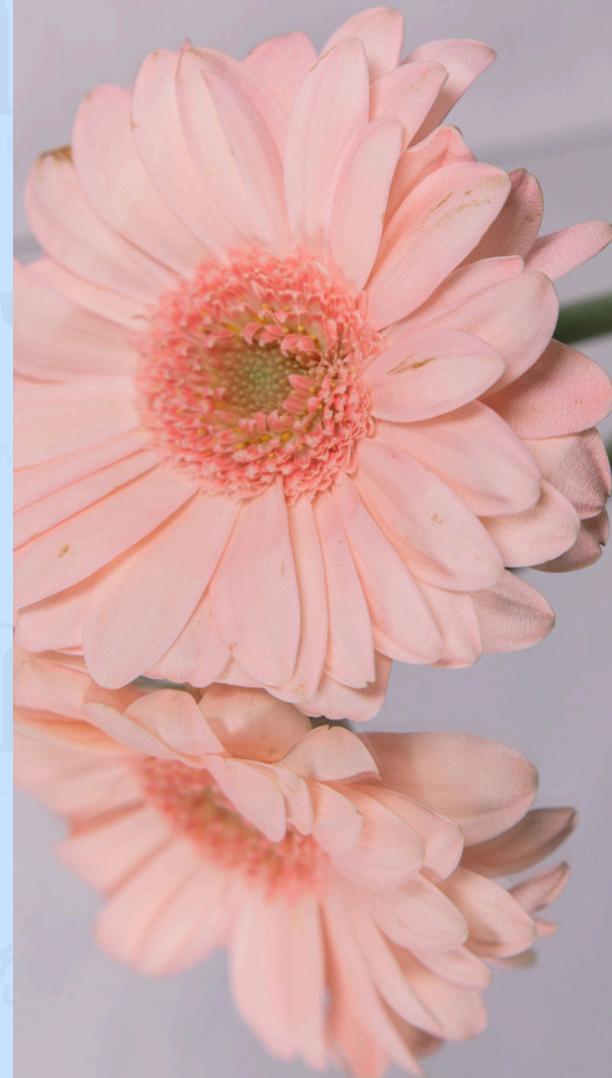
PRIMARY PLATFORMS

- OnlineJobs.ph: Filipino-focused; complete or verifiable profile; attach resume + portfolio link.
- Upwork: Global marketplace; strong profile headline; tailor proposals with your short cover letter.
- LinkedIn: Optimize headline with “Virtual Assistant”; post certificate/samples; connect and engage.
- Fiverr: Create clear service “gigs” (Email Management, Data Entry, Social Media Support).
- Facebook Groups: e.g., Virtual Assistant Philippines, Online Filipino Freelancers. Network professionally; verify posts.

Note: Always verify client legitimacy before sharing personal information.

APPLICATION BEST PRACTICES

- Lead with your short cover letter; attach resume + portfolio link.
- Keep tone professional; proofread.
- Track applications in a simple Google Sheet (Date | Platform | Role | Link | Status | Notes).





PART 2 – RESUME WRITING

RESUME STRUCTURE (SKILLS-BASED)

[Your Full Name]

General Virtual Assistant | [City, Country] | [Email] | [LinkedIn] | [OnlineJobs.ph]

PROFESSIONAL SUMMARY

Reliable, detail-oriented VA with training in administrative support, communication, and digital tools. Proficient in Google Workspace, Trello, Canva, and time management. Focused on organized systems, timely delivery, and clear client updates.

CORE SKILLS

Email & Calendar Management | File Organization (Drive) | Social Media Coordination | Task Tracking & Reporting | Client Communication

TOOLS

Google Workspace | Trello | Canva | Zoom | Toggl | ChatGPT

EXPERIENCE / PROJECTS

General VA Intern – [Program/Client], Oct 2025

- Organized Drive folders, tracked tasks in Trello, prepared weekly reports.

EDUCATION

Bachelor's in [Course] – [University]

CHATGPT PROMPT – RESUME (PROFESSIONAL, CONCISE)

“Act as a recruiter for Virtual Assistant roles. Using the details I provide, write a concise, skills-based resume emphasizing remote readiness, organization, and tool proficiency (Google Workspace, Trello, Canva). Include a 3-4 line professional summary, bullet skills, tools, one project/internship, and education. Keep formatting clean and ATS-friendly.”



PART 3: COVER LETTERS

LONG VERSION (FORMAL, ~1 PAGE)

PROMPT – LONG COVER LETTER

“Act as an HR recruiter. Draft a one-page cover letter for a Virtual Assistant role using these inputs: [skills], [tools], [relevant results], [industry focus], [motivation]. Emphasize reliability, organization, proactive communication, and on-time delivery. Maintain a confident, professional tone.”

MODEL TEXT (ADAPTABLE)

Dear [Hiring Manager/Client Name],

I am applying for the Virtual Assistant position. My training and hands-on experience in administrative support, task organization, and client communication equip me to streamline daily operations and maintain clear, consistent updates.

I work confidently with Google Workspace, Trello, Canva, and Zoom. My strengths include email and calendar management, file organization in Drive, preparing reports, and coordinating basic social media tasks. I prioritize accuracy, dependable timelines, and respectful, proactive communication.

I welcome the opportunity to support your goals and ensure tasks are executed efficiently and documented properly. Thank you for your consideration.

Sincerely,

[Your Full Name] | Virtual Assistant

Short Version (proposal note, 4–5 sentences)

PROMPT – SHORT COVER LETTER

“Write a concise 4–5 sentence application note for a Virtual Assistant job. Highlight administrative support, organization, clear communication, and tools (Google Workspace, Trello, Canva). Keep it professional, client-centered, and ready for Upwork/OnlineJobs.ph.”

MODEL TEXT (ADAPTABLE)

Hello [Client Name], I am a trained Virtual Assistant experienced in Google Workspace, Trello, and Canva. I organize inboxes and files, manage schedules, and document progress so you can focus on high-value work. I communicate clearly, meet deadlines, and keep tasks moving. I would be glad to support your operations and deliver consistent results.

Kind regards, [Your Name]

OPTIONAL LINKEDIN REACH-OUT (1-2 SENTENCES)

“Write a brief LinkedIn message introducing me as a Filipino VA who completed a 7-day VA program and is available to support admins, scheduling, and file organization using Google Workspace and Trello. Polite, professional, and personalized.”

PART 4: PORTFOLIO ASSEMBLY

FINAL VA PORTFOLIO FOLDER (SINGLE DRIVE LINK)

- Soft Skills Self-Assessment (Day 1)
- Google Drive & Trello Setup Screenshots (Days 1-3)
- Gmail Labels/Organization screenshot (Day 2)
- File & Data Sample (Day 4)
- Canva Design + Content Plan (Day 5)
- Progress/Update Email Sample (Day 6)
- Resume (PDF + DOCX) and Two Cover Letters (long + short) (Day 7)



Career READINESS CHECKLIST

SKILLS & TOOLS

- Completed 7-Day VA Training
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Trello for task management
- Canva basics for simple assets
- Gmail etiquette and professional tone
- File organization and simple reporting

PORTFOLIO DELIVERABLES

- "My VA Portfolio" Drive folder created
- Screenshots and samples from each day included
- Resume saved in PDF and DOCX
- Cover letters: long + short versions saved
- Prompt bank (resume + long/short CL + LinkedIn note) copied

ONLINE PRESENCE

- Professional Gmail (e.g., `firstname.lastname.va@gmail.com`)
- LinkedIn profile updated (headline includes "Virtual Assistant")
- OnlineJobs.ph account verified and profile completed
- Upwork profile created with strong headline and overview
- Facebook profile professionalized (photo, VA tagline)

SOCIAL MEDIA & LINKS

- LinkedIn profile link added to resume and portfolio
- Facebook Page or professional profile ready (optional)
- Instagram (optional) with simple, professional bio
- All links tested and publicly viewable as intended

CLIENT READINESS

- Resume + portfolio uploaded to OnlineJobs.ph, Upwork, LinkedIn
- Professional bio/headline written for each platform
- Applied to at least 3 roles/leads using the short cover letter
- Joined 2-3 VA/freelancer FB groups
- Time tracker installed (Toggl/Clockify)
- Zoom and Gmail ready; ChatGPT prompt set saved

TRACKING & IMPROVEMENT

- Application tracker Sheet set up (Date | Platform | Role | Link | Status | Notes)
- Weekly slot for skills practice and portfolio updates booked
- Reflective journal or daily planner started

Sample VA PORTFOLIO (MARKETING FLYERS)

Sleep
Prioritizing quality sleep is important to your body's healing and rejuvenation.

Consistency
Incorporate regular Spinal Flow sessions into your wellness routine to maintain the balance you experienced initially.

Spinal Alignment
Support your spine with gentle movements that release tension and restore balance.

Our Community Gathering
XMAS IN JULY

Venue: B

Date: Saturday 19th July @ 11.30am

Followed by a beach walk for those who would like to join.

WASH NOW OPEN!
Pamper your pup without the mess, no appointment needed!

HOW DOES IT WORK?

- 1 Bring your Dog
- 2 Select time and pay
- 3 Wash, Rinse, Dry
- 4 Done! Happy, Clean Pup!

WHY USE OUR DOG WASH?
NO MORE BACK PAIN, CLOGGED DRAINS, OR MESSY BATHROOMS. OUR SELF-SERVE DOG WASH LETS YOU CONTROL THE EXPERIENCE WHILE KEEPING YOUR DOG CALM AND SAFE. GREAT FOR ALL SIZES AND BREEDS!

Choose Your Wash Time: 10, 12, or 15
Heated Water: 38°C for comfort
Full Spa Features:

- Wash Bay
- Disinfectant
- Silky Shampoo & Conditioner
- Flea Rinse
- Odor Control

Located behind 7-11 and GYO.

WE OFFER RIDES AT AFFORDABLE RATES

WE SERVE BOSTON AREA
(Dorchester, Roxbury, Hyde Park, Brookline, Mattapan, West Roxbury, Somerville, Everett)

We Are Hiring
DRIVERS

DRIVE WITH PURPOSE. SERVE FAMILIES ACROSS GREATER BOSTON.

- Must have your own vehicle.
- Must provide proof of inspection.
- Vehicle must be fully insured.
- Safe driving record required.

Join our mission—safe, reliable, and community-focused transportation for Greater Boston families every day. >>>

READY TO ELEVATE YOUR LISTINGS THIS SPRING?

Showcase your property, attract top tenants, and maximize your rental potential with YEG Xpanded. Let's get started today!

With Edmonton listings up 10%, there's never been a better time to expand your portfolio and boost your income. The market is vibrant - let's work together to help you make the most of it.

Let's make this your most profitable spring yet!

ULTIMATE RELAXATION FOR MOTHER'S DAY

SPINAL FLOW SESSION + 30MIN SAUNA FOR MUMS AT \$100 ONLY!
GIFT VOUCHERS & BOOKINGS AVAILABLE

CLINIC DAYS: TUESDAYS, THURSDAYS, SATURDAYS
BOOKINGS ARE ESSENTIAL

AYURVEDIC SPRING

SPRING - RENEWAL & GROWTH

A Season of Direction & Growth
Spring is not only a physical cleanse but a chance to evaluate the direction of your life. What patterns, habits, or beliefs are ready to be released with the old season? What new shoots of possibility are you ready to nurture?

This is a time to move more directly toward your goals, guided by clarity and vision just as nature never questions whether to bloom; you too are invited to grow.

Spring in Ayurveda is an invitation to lightness - to cleanse the body, free the mind and step joyfully toward growth. Support your liver, move with grace, breathe deeply, and let your inner landscape blossom alongside the world around you.

Congratulations! YOU MADE IT.

Well done on completing the 7-Day General Virtual Assistant Foundations Program (Level 1)! You've built practical skills, created a complete portfolio, and prepared all your application materials. Keep showing up with consistency, communicate with confidence, and continue refining your systems. You're ready, your Virtual Assistant journey starts now!

If you'd like to receive your **completion certificate**, just message me and I'll be happy to email it to you.



LAIRA CADANO
FOUNDER
INHERIS WORKS

HONEY DOLLESIN
CO-FOUNDER
INHERIS WORKS