

A 30-Day VA Learning Plan for AI-Assisted Work

Suggested pace: Aim for five 25-35-minute sessions per week, with two days for rest or catching up. Use days 29-30 to review your progress. Follow this suggested practice schedule at a pace that fits your work, caregiving responsibilities and internet access.

Tools: Use a notes app, a spreadsheet you already have, a browser and, if you want to try AI, a free tool that can work with text. ChatGPT offers a free tier according to its [official FAQ](#), checked on October 8, 2026. Availability and limits can change. You can practice using short pieces of invented text. You do not need a paid AI subscription, file uploads, access to a client's accounts or a certificate for this exercise. You will still need your existing device and internet connection. If AI is unavailable, complete the same exercise yourself.

Days 1-7: Choose one task and learn its rules

1. List three recurring tasks, or three tasks from dated public client listings if you have no client. Save the listing links as examples of requested work.
2. Fill in the task-and-skills worksheet for one task.
3. Write down what the finished work should include and which decisions need approval from someone else.
4. Prepare a small set of invented source notes. You can use the invented appointment request, booking, calendar and instructions in the completed worksheet.
5. Complete the task yourself first and compare the finished work with the original information.

Save: Keep your completed worksheet, source notes and the version you prepared and checked yourself. You should be able to explain each decision without AI.

Days 8-14: Add AI to one repeatable part

1. Read the tool's current settings for model training, saved conversations and account access. Practice only with invented information.
2. Ask the tool to prepare a draft using your source notes, instructions for the finished work and the decisions that need approval.
3. Compare every status, name, date and promise with the original information. Record which details are correct and which need correction.
4. If you find a problem, revise one instruction to address it. If the response is correct, change a source note and check whether the tool handles that change properly.
5. Finish a checked version. If you compare methods, include the total time spent preparing, checking and correcting the work. Compare attempts that use equivalent information and requirements.

Save: Keep the instructions you gave the tool, its original response, your corrections and the final checked version. Compare the result with the original information and approval requirements before considering it finished.

Days 15-21: Practice a related skill

Choose one problem you identified in the worksheet. You could practice using spreadsheet filters, checking records against agreed rules, comparing original sources or writing a clear customer reply.

1. Learn a function or method that could help you solve the problem, using instructions from the tool's official website.
2. Use it on the fictional exercise.
3. Remove one detail from the source information so you can practice handling an incomplete record.
4. Add one update that conflicts with an earlier note or requires approval.

5. Correct the finished work and explain which decision needs the client's approval.

Save: Keep the changed source notes, corrected work and a short explanation of how you handled the unusual situation. Use invented information for practice.

Days 22-28: Prepare a sample that shows your work

1. Select one finished sample and label it **Fictional practice project**.
2. Include the instructions, original information, finished work and the checks you performed.
3. Describe the tools and functions you actually used. Explain which parts AI helped with and which parts you handled yourself.
4. Write a service description that explains what information you need, what you will provide, what is outside the service and which decisions need approval.
5. Ask someone you trust, if available, to compare the sample with the original instructions. Otherwise, repeat the check yourself using the original information and label it as a self-check.

Save: Keep your labeled practice sample and a paragraph describing the service and its responsibilities. Include only the work and results you can demonstrate.

Days 29-30: Check your readiness and decide what to do next

Review your practice sample and answer the questions below. If you are a beginner, decide whether to keep practicing or present an accurate sample when approaching clients. If you are already working as a VA, prepare a small trial that fits the work your client has agreed to. Confirm the tool, information, decisions and review process before using real client data.

How do I know I am ready to offer this service?

Use your practice sample to answer these questions:

- **Can I explain my work?** Describe how you produced the final version, which parts AI helped with and which parts you handled yourself.
- **Can I verify it?** Compare the finished work with the original information and explain any corrections.
- **Can I handle unclear information?** Practice with a missing detail and two records that disagree. Show what you would ask before continuing.
- **Do I understand approval?** Identify which actions you may take yourself and which must wait for the client's decision.
- **Is my sample honest?** Label invented work as a fictional practice project and describe only the skills and results you can demonstrate.

If one answer is unclear, choose that skill for another practice session. For example, if you cannot resolve conflicting dates, practice checking the records and writing a question that asks the responsible person to confirm the deadline.

These checks can help you decide whether to present a sample or propose a small trial. Real client work still needs agreed instructions, permission and a review process. The checks cannot predict whether a client will hire you or keep the service.

Choose whether to **keep practicing**, **propose a reviewed trial** or **keep this task manual**. Set your next practice date. Following the plan cannot guarantee clients, income, promotion or continued employment.