

50 AI PROMPTS FOR HIGHLEVEL AGENCIES

The agency VA playbook

Hire, train and scale the virtual team behind your HighLevel agency — so you sell and retain while your VAs run the machine.

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Your agency shouldn't run on your hours

Every hour you spend provisioning sub-accounts, tweaking workflows, answering support tickets or building month-end reports is an hour you're not selling, retaining or raising prices. The agencies that scale past the founder's calendar all do the same thing: they build a virtual team and run it on systems.

This playbook gives you 50 AI prompts covering the complete lifecycle of working with virtual assistants — from deciding what to delegate and writing the job description, to SOPs, onboarding, performance tracking and scaling to a multi-VA fulfillment team. Every prompt is rewritten for the reality of running a HighLevel agency: snapshots, workflows, client onboarding, support queues and recurring deliverables.

Each prompt is ready to paste into Claude, ChatGPT or any capable AI assistant. The [\[bracketed sections\]](#) are where you add your agency's specifics — the more context you give, the sharper the output. Work through them and you'll walk away with documented processes, clear communication systems, performance frameworks and a VA who multiplies your capacity instead of adding to your inbox.

HOW TO USE IT

Building your VA program from scratch? Work the categories in order — they mirror the natural progression from audit to hire to scale. Already have VAs? Jump straight to the category that matches your current stuck point. Save every output in one folder: that folder becomes your agency's VA operations manual.

Nine categories, 50 prompts

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Work sequentially to build your VA program from zero, or jump to the category that matches this week's fire. Either way, don't skip the implementation strategy at the back — it's the difference between reading prompts and running systems.

Foundation & task analysis

Before you hire anyone, get brutal about where your hours actually go. These five prompts audit your week, price your time and design the VA role your agency actually needs — not the one you think you need.

PROMPT 01

Complete agency task audit

Act as an agency operations consultant. Help me audit every task I personally perform in my HighLevel agency. I'll describe a typical week — sales calls, sub-account setup, funnel builds, client support, reporting — and you'll sort each activity into three groups: 1) high-value work only I can do, 2) work that needs expertise but could be delegated, and 3) low-value work that doesn't need me at all. For each task, estimate the weekly time investment and the opportunity cost of me doing it instead of selling or retaining clients. My typical week: [\[describe your weekly activities with rough hours per each\]](#).

PROMPT 02

Delegation priority matrix

You are an operations strategist for marketing agencies. Rank which of my tasks I should hand to a virtual assistant first. Weigh frequency, time consumed, complexity, revenue impact and how teachable each task is — think sub-account provisioning, snapshot deployment, contact imports, review responses and report building. Give me my top 10 delegation candidates with a one-line justification for each. My current task list: [\[tasks with rough frequency and time per task\]](#).

PROMPT 03

Time-value analysis

Act as a business analyst. Calculate the true cost of me performing low-value agency work versus delegating it to a VA. Use my effective hourly rate (annual income goal divided by working hours) against typical VA rates, then show the annual savings and recovered selling time if I delegate each task category. My annual income goal is [amount], I work about [number] hours per week and I'm budgeting [amount] per hour for a VA. Tasks to analyze: [task list with time estimates].

PROMPT 04

Agency bottleneck identification

You are an agency growth consultant. Analyze my operations to find the points where I personally slow the agency down — client onboarding stuck in my inbox, funnel launches waiting on my edits, support tickets only I can answer. For each bottleneck, explain how a virtual assistant could remove or reduce it, what HighLevel skills that VA would need and the expected impact on client capacity. My operations and current challenges: [agency description, client count, revenue, growth goals and operational pain points].

PROMPT 05

VA role architecture design

Act as an organizational design expert. Architect the ideal virtual assistant role structure for my agency's stage. Should I hire one generalist VA or split onboarding, fulfillment and support into separate roles? Define what each role owns inside HighLevel — sub-accounts, workflows, the Conversations inbox, reporting — with clear boundaries and a progression path. My agency details: [services, client count, MRR, team structure and 12-month goals].

Job descriptions & hiring

The best VA hires are decided before the first interview. These prompts write descriptions that repel the wrong applicants, test for real skills and pay fairly for the market you're hiring in.

PROMPT 06

Compelling VA job description

You are an expert recruiter who hires for marketing agencies. Write a job description for a VA role that attracts operators, not resume-spammers. Include: what my agency does, daily responsibilities inside HighLevel (sub-account setup, workflow builds, inbox management), required tools and skills, communication expectations, success metrics and the growth path. Make it specific enough to filter out poor fits while exciting the right ones. Role details: [\[tasks the VA will handle, required skills, tools and what makes your agency worth joining\]](#).

PROMPT 07

Interview question framework

Act as a hiring consultant specializing in remote teams. Create [\[number\]](#) interview questions that assess technical capability (walk me through building a workflow), communication skill, problem-solving approach, reliability and long-term fit. Mix scenario-based questions with practical assessments, and tell me the red flags and green flags to listen for in each answer. The role involves: [\[key responsibilities and required skills\]](#).

PROMPT 08

Skills assessment design

You are a talent assessment specialist. Design a practical, paid test project (2–4 hours) that mirrors real agency work: load a snapshot into a test sub-account, build a simple pipeline, draft a reply to a frustrated client. It should test [specific skills], reveal their communication style, demonstrate attention to detail and show how they handle ambiguity. Give me candidate instructions, evaluation criteria and a scoring rubric. The role requires: [key skills and typical task examples].

PROMPT 09

Cultural fit evaluation framework

Act as an organizational psychologist specializing in remote teams. Create an evaluation framework for assessing cultural fit with VA candidates who may come from different countries and work cultures. What questions should I ask? What behaviors indicate strong alignment? How do I assess values like punctuality, proactive communication and quality standards across cultures — especially for a role that touches client accounts? My agency's culture emphasizes: [your key values, communication style and work approach].

PROMPT 10

Competitive compensation analysis

You are a compensation analyst familiar with global VA markets. Help me set fair, competitive pay for a VA position based on required skills, geography, experience level and market rates. Recommend a rate range, a payment structure (hourly vs project-based) and a strategy for performance-based increases that rewards them as my agency's MRR grows. Position details: [role requirements, skill level, target regions and your budget range].

Systems & documentation

Your agency runs on what's written down. These prompts build the SOPs, access rules and quality checkpoints that turn "only I can do this" into "anyone on my team can do this."

PROMPT 11

Standard operating procedure template

Act as a process documentation expert. Create a detailed SOP template I can reuse for any recurring process in my agency — snapshot deployment, client onboarding, campaign QA. Include: purpose, when to use it, step-by-step instructions, decision points, quality standards, common mistakes, required tools and access, estimated time, and examples of good vs poor outcomes. Here's the first process to document with it: [\[a specific task or process\]](#).

PROMPT 12

Quick-start SOP creation

You are a technical writer specializing in agency operations. I'll describe a task I perform inside HighLevel and you'll create a clear, step-by-step SOP a VA could follow tomorrow — for example, setting up a new client sub-account: load the snapshot, connect domains, configure the calendar, test the workflows. Clarify decision points, specify quality criteria and flag common pitfalls. The task to document: [\[detailed task description, tools used and desired outcome\]](#).

PROMPT 13

Communication protocol design

Act as a remote team management consultant. Design a communication protocol for working with VAs across time zones. Include: daily check-in format, weekly meeting structure, urgent vs non-urgent channels, response time expectations and async best practices — so a client emergency at 4pm my time doesn't sit unanswered until my VA's morning. My setup: [your time zone, VA time zones, business hours and communication tools].

PROMPT 14

Project management system setup

You are a project management specialist. Design a system for coordinating VA work across my client accounts. Should I run it in ClickUp, Asana, Trello or HighLevel's own task system? Recommend board structures (per client vs per function), workflow stages, task templates and automation rules — including how client onboarding and recurring deliverables move through the pipeline. My situation: [client count, number of VAs, types of deliverables and current tools].

PROMPT 15

Access & security framework

Act as a business security consultant. Create a secure but practical framework for managing tool access with VAs who work inside client accounts. Which HighLevel roles and sub-account permissions should each VA get? What needs my approval? How do I manage credentials with a password manager, and what happens to access the day someone leaves? My stack and data: [tools, types of client data handled and current security concerns].

PROMPT 16

Quality control checkpoint system

You are a quality management expert. Design a QC system with checkpoints matched to risk: what I review before anything reaches a client (funnel launches, campaign sends) vs what gets spot-checked after the fact (data entry, review responses). How do I build quality gates without micromanaging — and without becoming the bottleneck again? Create checkpoints for these task types: [\[the main categories of work your VA handles\]](#).

PROMPT 17

Emergency procedures guide

Act as a business continuity planner. Create an emergency procedures guide for when my VA hits a problem: a client's automation breaks mid-campaign, an unhappy client escalates in the inbox, instructions are unclear or a deadline is about to slip. Define escalation paths, emergency contact methods, what they can decide without me and a problem-solving framework for the rest. Cover scenarios like: [\[the failure modes most likely in your agency\]](#).

NEXUS NOTE

Nexus Hub members get exclusive snapshots and templates — pair them with the SOPs from this section and your VA inherits a working system instead of a blank sub-account.

Onboarding & training

A great hire with a bad first month becomes a mediocre VA. These prompts build the onboarding, training and context that get someone productive inside your accounts in weeks, not quarters.

PROMPT 18

Comprehensive onboarding checklist

You are an HR specialist focused on remote onboarding. Create a 30-day onboarding checklist for a new agency VA covering: pre-start prep (accounts, access, password manager), first-day activities, first-week goals in a training sub-account, first-month milestones on live client work, training modules, check-in cadence and success criteria. Organize it week by week with specific action items. The role involves: [\[role responsibilities and key skills\]](#).

PROMPT 19

Video training script

Act as a corporate trainer. Write the script for a 5–10 minute Loom that teaches my VA how to [\[specific task\]](#). Include: why the task matters to the client relationship, step-by-step demonstration notes, common mistakes, quality standards and a practice exercise they can run in a test sub-account. Make it clear and encouraging. Task details: [\[tools, typical variations and quality expectations\]](#).

PROMPT 20

Progressive responsibility roadmap

You are a talent development strategist. Design a 90-day roadmap that gradually increases my VA's autonomy — from low-risk work in a test sub-account, to supervised changes in live client accounts, to owning deliverables end to end. Include milestones, skill checks and clear criteria for advancing to each level. Starting tasks: [\[initial simple tasks\]](#). Advanced responsibilities: [\[complex work you want them to eventually own\]](#).

PROMPT 21

Agency context brief

Act as a business strategist. Create an "agency context brief" that helps my VA understand the business beyond their task list: what we sell, who our clients are, our value proposition, the niches we serve, current goals, the metrics that matter (MRR, churn, client results) and how their role moves those numbers. Context turns order-takers into decision-makers. My agency: [\[services, market position, revenue model, growth stage and priorities\]](#).

PROMPT 22

Common scenarios playbook

You are a client experience consultant. Create a playbook of scenarios my VA will hit, with a recommended response for each: a client asks why leads dropped this month, a workflow stops firing, someone requests a refund, a review needs a delicate reply. Include decision guidelines, when to escalate to me and template responses in our voice. The main scenarios: [\[typical situations in your agency, including client issues and edge cases\]](#).

Performance tracking & metrics

You can't manage what you don't measure — and you shouldn't measure hours. These prompts build outcome-based dashboards, feedback systems and an ROI case you can defend.

PROMPT 23

Customized KPI dashboard

Act as a business intelligence analyst. Design a KPI dashboard for my VA that tracks outcomes, not hours: onboarding turnaround time, first-response time in the Conversations inbox, tasks shipped without revision, client-reported issues. Pick five to seven metrics for their role, explain how to measure each, set realistic targets and keep the daily update under 10 minutes. Their primary responsibilities: [\[main tasks and the business objectives they support\]](#).

PROMPT 24

Role-specific performance metrics

You are a performance management expert. Define the most important metrics for each agency VA role I'm considering — onboarding VA, fulfillment VA, support VA or [\[your specific role\]](#). Include quality measures, speed metrics and consistency indicators, with specific targets based on what good looks like at a healthy agency. The role I'm hiring for now: [\[role type and key responsibilities\]](#).

PROMPT 25

Feedback template framework

Act as an organizational development specialist. Create templates for three feedback conversations with my VA: 1) daily quick feedback on specific tasks, 2) weekly performance discussions, 3) monthly development conversations. Use the Situation-Behavior-Impact method, balance correction with recognition and include example language for common agency scenarios — a missed client deadline, a sloppy funnel build, a great save in the inbox.

PROMPT 26

Quarterly performance review structure

You are an HR consultant specializing in remote teams. Design a quarterly review process for my VA: self-assessment questions, my evaluation criteria, goal setting for next quarter, development planning and compensation review guidelines tied to agency growth. Structured enough to be fair, light enough that I'll actually run it. Key areas to evaluate: [\[main responsibility areas and your agency's values\]](#).

PROMPT 27

Early warning system

Act as a risk management consultant. Help me spot the early signs a VA relationship is slipping before a client feels it: slower responses, quality drift, fewer questions, missed check-ins. For each warning sign, tell me what it usually means and how to address it constructively within the week. Create an early intervention framework. My biggest concerns: [\[specific worries or past challenges\]](#).

PROMPT 28

VA ROI calculator

You are a financial analyst. Build an ROI calculator that measures the true value my VA delivers: hours recovered (at my effective rate), clients onboarded faster, support response times that protect retention, cost vs a local hire and error reduction. Give me a template I can update monthly and show to myself every time I'm tempted to take tasks back. My economics: [\[your effective hourly rate, VA cost and the metrics they impact\]](#).

NEXUS NOTE

Bring your KPI dashboard to a weekly Nexus Hub Q&A session — members who run VA teams will tell you in five minutes which metrics matter and which are vanity.

Communication & relationship building

The VAs who stay for years aren't the best paid — they're the best treated. These prompts build the communication rhythms and culture that turn a contractor into a teammate.

PROMPT 29

Asynchronous communication strategy

Act as a remote work consultant. Design an async communication strategy that keeps work moving across time zones. When do we talk live vs async? What belongs in Slack vs email vs a Loom vs a task comment? How do I give clear feedback on funnel builds and campaigns without a call? Our time zone situation: [\[your time zone, VA time zones and overlapping hours\]](#).

PROMPT 30

Cultural intelligence guide

You are a cross-cultural communication expert. Help me understand and navigate cultural differences with VAs from [\[country/region\]](#). What communication styles are typical? How is direct feedback received? What holidays and norms should I plan around? How do I build genuine rapport across the distance? Give me specific, actionable guidance that makes me a better international manager.

PROMPT 31

Weekly meeting agenda template

Act as a productivity consultant. Create a 15–30 minute weekly check-in agenda for my VA team: wins from last week, blockers, priorities for the coming week, questions needing my input, feedback both directions and a little space that isn't about tasks. Structured but conversational. Our main focus areas: [\[key projects or responsibility areas\]](#).

PROMPT 32

Recognition & appreciation system

You are an employee engagement specialist. Design a recognition system for remote VAs. How do I celebrate wins they had inside client accounts nobody else sees? What forms of recognition matter most — public praise, bonuses, growth opportunities? How often should appreciation happen so it stays genuine? Give me both structured and spontaneous approaches. My team: [\[number of VAs and their general responsibilities\]](#).

PROMPT 33

Conflict resolution framework

Act as a workplace mediator. Create a framework for addressing problems with my VA constructively: a missed deadline that embarrassed me with a client, quality below standard, instructions misread. Give me step-by-step guidance and example language for the hard conversations — firm on the standard, warm to the person. Challenges I anticipate: [\[specific concerns or past issues\]](#).

PROMPT 34

Team culture building strategy

You are an organizational culture consultant. Help me build real team culture with VAs I may never meet in person. What virtual rituals actually work and which are cringe? How do I create connection beyond task completion — and make people feel ownership of client results? Design a culture strategy that fits my schedule and budget. My team: [\[number and locations of VAs, plus your management style and values\]](#).

NEXUS NOTE

Your VAs can learn from the community too. Several Nexus Hub members run their fulfillment VAs through the training library — the same modules the agency owners use.

Scaling & advanced strategies

One good VA buys back your calendar. A coordinated VA team buys back your agency. These prompts plan the growth from first hire to a fulfillment operation that runs without you.

PROMPT 35

VA team growth plan

Act as a scaling strategist. I currently have [number] VA(s) and want to grow to [number]. Create a phased plan: when each new role gets hired (tied to client count or MRR), what gets delegated next, how the hierarchy works, how senior VAs train new ones and how quality holds while we grow. My situation: [current MRR, VA setup, growth goals and timeline].

PROMPT 36

Specialist vs generalist analysis

You are a team design consultant. Should I hire generalist VAs who cover everything or specialists — one for onboarding, one for funnel builds, one for support? Analyze the trade-offs for my agency's stage and recommend an approach. If specialists, which specializations first? If generalists, how do I prevent burnout from task-switching? My model: [services, client count, task diversity and volume].

PROMPT 37

VA team lead development

Act as a leadership development coach. I want to promote my most experienced VA to team lead, managing the other VAs. Create a transition plan: new responsibilities, skills to develop, how they keep some hands-on work during the shift, compensation adjustment and how I support them without undermining them. Their background: [\[experience, strengths and current responsibilities\]](#).

PROMPT 38

Automation vs delegation audit

You are a business automation specialist. Audit my VA's workflows and split them three ways: what HighLevel workflows or AI tools should fully automate, what stays human, and what becomes human-reviews-the-automation. For each automation opportunity, give the approach, implementation complexity, cost-benefit and how it upgrades the VA's role rather than just filling their time. My VA currently handles: [\[main responsibilities and tools used\]](#).

PROMPT 39

Multi-VA coordination system

Act as an operations manager. Design a coordination system for multiple VAs working across the same client accounts — onboarding hands off to fulfillment, fulfillment hands off to support. How do I prevent duplicated work and dropped balls? What handoff procedures and shared documentation do we need? How do VAs communicate with each other directly? My team structure: [\[number of VAs, their roles and how their work connects\]](#).

PROMPT 40

Client-facing VA transition

You are a client relationship consultant. I want my VA to go client-facing — running check-in calls, managing the support inbox, owning onboarding communication. Create a preparation plan: communication training, templates in our voice, boundary setting, escalation protocols and how to introduce the change to clients so it feels like an upgrade, not a handoff. They'll handle: [\[client-facing responsibilities and current client expectations\]](#).

NEXUS NOTE

Scaling questions are exactly what the Nexus Hub community is for. Post your growth plan before you hire — 500+ agencies have already made the mistakes you're about to.

Problem solving & troubleshooting

Every VA relationship hits friction. The difference between agencies that keep great people and agencies that churn through hires is how fast they diagnose the real problem.

PROMPT 41

Performance issue diagnosis

Act as a performance improvement consultant. My VA isn't meeting expectations in [\[specific area\]](#). Help me diagnose whether it's a skill issue (they don't know how), a clarity issue (they don't know what's expected), a motivation issue or a systems issue (my process is broken). Give me diagnostic questions and the right intervention for each root cause. The situation: [\[detailed description of the performance problem\]](#).

PROMPT 42

Communication breakdown recovery

You are a communication specialist. My VA and I keep miscommunicating, resulting in [\[describe problems\]](#). Identify what's breaking down and build a reset plan: immediate clarification steps, new protocols, tools that might help and prevention strategies. Recent examples: [\[specific miscommunication incidents\]](#).

PROMPT 43

Workload rebalancing strategy

Act as a capacity planning analyst. My VA is either overloaded or under-utilized and I can't tell which. Compare true task duration against my estimates, task complexity against their skill level and my priorities against what they think the priorities are. Recommend specific adjustments — what to add, drop or automate. Current situation: [assigned tasks, time estimates, actual completion patterns and VA feedback].

PROMPT 44

Quality control problem solving

You are a quality management consultant. My VA's work isn't meeting standards in [specific area] — the issues include [describe problems]. Determine whether this is a training gap, unclear standards, a broken process or the wrong person in the role, and give me a step-by-step improvement plan with measurable milestones and a decision point. Background: [quality standards, current errors and feedback already given].

PROMPT 45

Retention risk mitigation

Act as an employee retention specialist. I think my best VA might be considering leaving, based on [warning signs]. Help me assess the real risk, understand their likely concerns, structure a retention conversation and build a win-win proposal — before a competitor or a bigger agency does it for me. What I know: [their tenure, recent behavior changes and what you've invested in them].

Agency role blueprints

Five ready-to-run prompts that design complete VA roles for the jobs HighLevel agencies actually hire for. Each one produces a full role profile: responsibilities, tools, metrics and boundaries.

PROMPT 46

Client onboarding VA

You are an agency operations specialist. Design a complete client onboarding VA role for my agency. Cover: kickoff coordination, sub-account creation, snapshot deployment, domain and integration setup, calendar configuration, workflow testing and the welcome sequence to the client. Define the target onboarding turnaround, quality checks before handoff to fulfillment and what still needs me. My onboarding today: [\[current process, time per client and pain points\]](#).

PROMPT 47

Fulfillment VA

Act as a fulfillment operations consultant. Design a fulfillment VA role that owns recurring client deliverables: funnel and landing page builds from templates, workflow and automation updates, email campaign setup, review-response management and monthly reporting. Define the QA process before anything goes live in a client account, turnaround standards and the line between template work and work that needs a strategist. My deliverables: [\[services per client, volume and current fulfillment bottlenecks\]](#).

PROMPT 48

SaaS-mode support VA

You are a SaaS support operations expert. I sell HighLevel as white-labeled software. Design a support VA role that keeps subscribers happy: triaging tickets, answering how-to questions, walking new users through setup, escalating platform-level issues and documenting recurring questions into a help library. Define response time targets, tone guidelines and what protects my margin as subscriber count grows. My SaaS setup: [\[plan tiers, subscriber count and common support requests\]](#).

PROMPT 49

Appointment-setting VA

Act as a sales operations consultant. Design an appointment-setting VA role that works my pipeline and my clients' pipelines: responding to inbound leads fast, qualifying in the Conversations inbox, booking calendars, confirming and rescheduling, and keeping pipeline stages clean. Include scripts in our voice, speed-to-lead targets, no-show reduction tactics and the metrics that prove it's working. My pipeline: [\[lead sources, volume and current booking process\]](#).

PROMPT 50

Content & reputation VA

You are a marketing operations advisor. Design a content and reputation VA role covering: scheduling social posts for clients, requesting and responding to reviews, basic graphic edits from templates, newsletter assembly and monthly content reporting. Define what needs my creative approval vs what ships on their judgment, brand-voice guardrails per client and the weekly output volume that's realistic. My content operation: [\[clients served, content channels and current volume\]](#).

NEXUS NOTE

Run any of these five blueprints, then compare notes in the community — members share the actual job posts, pay ranges and SOPs behind their VA hires.

Getting maximum value from these prompts

Reading prompts changes nothing. Running them, saving the outputs and shipping the systems does. Six rules for getting your money's worth from a free resource.

Sequential or selective

Starting from zero? Work the categories in order — audit before hire, systems before onboarding. Already running VAs? Jump straight to your current stuck point.

Customization is the work

The bracketed sections are where the value lives. Generic inputs produce generic outputs; your real client count, real MRR and real pain points produce plans you can run tomorrow.

Document everything

Save every output in one folder, organized by category. That folder becomes your agency's VA operations manual — and the onboarding kit for hire number two.

Iterate on reality

Use outputs immediately, then come back with "this didn't work because..." The second pass, informed by real experience, is where the AI earns its keep.

Combine related prompts

Prompt 11 builds your SOP template; prompt 12 fills it with specific processes. Prompts 23 and 28 together give you both the dashboard and the ROI case behind it.

Share outputs with your VA

SOPs, protocols and metrics shouldn't be secrets. Sharing them builds trust, sets expectations and lets your VA improve the system from the inside.

The 90-day rollout

From audit to a working VA program in one quarter. Each phase maps to the prompt categories, in order.

WEEK 1**Foundation**

Run prompts 1–5. Audit your week, price your time and design the role — before you look at a single applicant.

WEEK 2**Hiring prep**

Run prompts 6–10. Write the job description, interview framework and paid test project, then start posting and screening.

WEEK 3**Systems build**

Run prompts 11–17. SOPs, communication protocols, access rules and QC gates — ready before day one, not improvised after.

WEEK 4**Onboarding**

Run prompts 18–22 during your VA's first week. A training sub-account, a context brief and a scenarios playbook beat a week of shadowing.

WEEKS 5–8**Performance**

Run prompts 23–28. Stand up the KPI dashboard and feedback rhythm, then use the first month's data to refine the role.

WEEKS 9–12**Relationship**

Run prompts 29–34. Shift from supervision to partnership — async rhythms, recognition and culture that keeps good people.

MONTH 4+**Scale**

Engage prompts 35–40 as you grow the team, and reach for 41–45 the moment friction shows up — not a month later.

Getting more from every prompt

These prompts are conversation starters, not vending machines. Five techniques that separate a decent output from one you'd pay a consultant for.

Refine conversationally

Follow up with "make this specific to a five-client SMMA" or "what are the pitfalls here?" The dialogue after the prompt usually beats the first answer.

Ask for options

Add "give me a simple version and an advanced version" or "three different approaches." Pick based on your current capacity, not your ambition.

Demand examples

When an output feels theoretical, ask "show me what this looks like for a real client onboarding." Concrete beats correct.

Connect the systems

Ask "how does this communication protocol feed the KPI dashboard?" Integrated systems survive contact with reality; siloed ones don't.

Challenge the answer

Ask "when would this fail?" and "argue against your own recommendation." Find the blind spots in the chat, not in a client account.

CONCLUSION

Your agency's freedom starts with the first delegated task

These 50 prompts are a complete toolkit for building a virtual team — from the first task audit to a coordinated fulfillment operation. They'll save you hundreds of hours of trial and error, but only if you run them. Reading a prompt collection has never onboarded a client.

The agency owners getting breakthrough results with VAs aren't smarter than you. They follow proven systems and refuse to figure everything out alone. Every SOP you generate, every dashboard you stand up, every feedback conversation you template moves you toward the same destination: an agency where talented people handle operational excellence while you do the two things only you can do — sell and lead.

Start with the prompt that addresses this week's most expensive problem. Build momentum with one quick win. Then work through the rest as your VA program matures. Your business stops running on your hours the day you decide it should.

ONE LAST THING

You don't have to build this alone. The next page is your invitation.



JOIN THE COMMUNITY

Where HighLevel agencies get unstuck.

This playbook is one resource from Nexus Hub — the community for HighLevel agencies ready to scale, optimize and connect. Bring your stuck point, leave with a plan.

Weekly Q&A sessions

Live answers from experts who run agencies just like yours.

Snapshots & templates

Exclusive pre-built systems that save your team hours per client.

Premium partner deals

Member pricing on the tools your agency already pays for.

Private community & training

500+ agencies sharing what works, plus a full training library.

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