Instagram Reel Script (VA Productivity Hacks)

Length: ~25–30 seconds
Tone: Punchy, energetic, and relatable

[VIDEO: B-roll – quick shots of a laptop opening, Google Calendar view, Trello board, typing hands, timer on phone, lo-fi music playing]

VO (fast-paced, with a wink of personality):

3 productivity hacks that seriously changed my VA life and no, it's not waking up at 5 AM.

Hack 1: Color-coded calendars. If it's not color-coded, it doesn't exist.

Hack 2: The 2-minute rule: if it takes less than 2 minutes, do it *immediately*.

Hack 3: "Focus" playlist + Pomodoro timer. Set it, vibe, get it done.

No fluff, just systems that save time and brainpower.

[TEXT ON SCREEN: "Save this & follow for more VA hacks that actually work."]