



Build your Biz Checklist

Have a Vision

- _____ KNOW YOUR "WHY". REVISIT OFTEN.
- _____ KNOW WHO YOUR STAKEHOLDERS ARE AND SHARE YOUR GOAL WITH THEM. WRITE WHO YOUR STAKE HOLDERS ARE IN THE "NOTES".
- _____ SET YOUR GOALS.
 - _____ ONE MONTH FROM NOW
 - _____ SIX MONTHS FROM NOW
 - _____ ONE YEAR FROM NOW

Get Legit

- _____ ESTABLISH A SAVINGS/SECURITY NET
- _____ DECIDE A BUSINESS NAME
- _____ REGISTER YOUR BUSINESS WITH THE STATE
- _____ OPEN A BANK ACCOUNT FOR YOUR BUSINESS
- _____ PRODUCT MAP WHAT YOU KNOW WILL BRING YOU INCOME
- _____ CREATE A BUSINESS LOGO AND BRAND
- _____ ESTABLISH A BUSINESS LAUNCH PLAN
- _____ SELECT PAYMENT PROCESSING OPTIONS
- _____ DECIDE HOW YOU WOULD HANDLE BOOKKEEPING AND CLIENT MANAGEMENT

Make Your Presence Known

- _____ PURCHASE DOMAIN
- _____ OBTAIN SOCIAL MEDIA HANDLES
- _____ CREATE BUSINESS CARDS, MATERIALS
- _____ SCHEDULE SOCIAL POSTS LETTING PEOPLE KNOW WHO YOU ARE, WHERE YOU ARE SERVING, WHAT YOU HOPE TO OFFER AND EVEN YOUR WHY. SHARE LEADING UP TO YOUR LAUNCH DATE.

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