

MASTER CHECKLIST

WEEK 1

1. Pick your business name
2. Create your LLC
3. Sign up for QBOA and complete the first module of ProAdvisor training

WEEK 2

4. Open a business bank account
5. Get your business license and EIN
6. Create your website and URL

WEEK 3

7. Describe your ideal client
8. Brainstorm people & places to help you get clients
9. Create a monthly marketing plan

WEEK 4

10. Informational interview
11. Contract of employment with rates
12. Set up your client in QBO, connect to their bank account