

	Task	√	Due Date	Notes
5.1	Benchmark rates			
5.2	Set your rate			
5.3	Role play pricing discussions			
6	Proposals and Contracts			
6.1	Develop your proposal template			
6.2	Think about pricing structure			
6.3	Consider invoicing schedule			
7	Goals			
7.1	Read goal setting article			
7.2	Write your goals			
7.3	Measure and review goals			
8	Financial Plan			
8.1	Make a budget			
8.2	Pay estimated taxes			
8.3	Get health insurance			
8.4	Retirement planning			
8.5	Allocate business investments			
9	Administrative Tasks			
9.1	Find Your Team			
9.1.1	Web site designer			
9.1.2	IT support			
9.1.3	Graphic design			
9.1.4	CPA/Financial Advisor			
9.1.5	Health insurance broker			
9.1.6	Photographer			
9.1.7	Legal			
9.2	Complete Start-Up Tasks			
9.2.1	Decide business structure			
9.2.2	Get business license and DBA			
9.2.3	Set up business bank account			
10	Infrastructure			
10.1	Do These Now			
10.1.1	Email			
10.1.2	Phone			
10.1.3	Computer			
10.2	Do These Next			
10.2.1	Business cards			
10.2.2	Web site			
10.3	And The Rest			
10.3.1	Computer (long term)			
10.3.2	Software			
10.3.3	Backups			
10.3.4	Printer			
10.3.5	Business phone (long term)			