

PROFESSIONAL ORGANIZER CHECKLIST LAUNCH WITH LAINE

- ☐ PICK A BUSINESS NAME
- ☐ SELECT FONTS, COLOR SCHEME, & LOGO & TAKE HEADSHOT
- ☐ DEVELOP A NICHE MARKET
- ☐ DETERMINE YOUR GENERAL GOALS
- ☐ GET BUSY ON SOCIAL MEDIA
- ☐ ASK ORGANIZERS IF THEY ARE HIRING
- ☐ PRESENT YOUR IDEA TO FRIENDS
- ☐ SET UP COMMUNICATION TOOLS
- ☐ DETERMINE YOUR PRICING
- ☐ SET UP WORK BAG
- ☐ OBTAIN BUSINESS LICENSE & LLC
- ☐ GET READING, WATCHING & LISTENING
- ☐ DETERMINE ORGANIZING METHODS
- ☐ STUDY & PREPARE FOR CHALLENGES

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- ☐ LEARN HOW TO MANAGE A JOB
- ☐ REVIEW GENERAL ORGANIZING TIPS
- ☐ MENTALLY PREPARE FOR JOBS
- ☐ KNOW THE LITTLE THINGS
- ☐ ANNOUNCE YOUR BUSINESS TO ALL
- ☐ PROMOTE YOUR BUSINESS EVEN FURTHER
- ☐ GROW YOUR EMAIL LIST
- ☐ ENJOY YOUR NEW CAREER
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