

# 30 DAY BUSINESS ORGANIZATION

notes

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

1 Designate a work-space. Add personal touches that motivate you such as a vision board, a favorite quote..	2 Create a list of tools and resources needed for your business as well as a "To Buy" List	3 Make a To Do List for the month. <ul style="list-style-type: none"> <li>• Things to Accomplish</li> <li>• Commitments</li> <li>• Things to research</li> </ul>	4 Organize computer files, trash anything not needed. Create & label folders on your computer and place important docs inside.	5 Do you need help in certain areas? Create a list of courses/trainings you may need to take to run your business better.	6 Make a list of your short and long-term business goals. Where do you see your business in 1 year, 3, 5, and 10 years?	7 You know what they say about all work and no play! Take time to rest, reflect, regroup, or do something you enjoy.
8 Take inventory of products and supplies you already have. Purchase your "must haves" (computer, software, etc. Don't forget those business cards!	9 Create a list of potential customers as well as business contacts. As an example a business contact for a real estate agent might be a lender, inspector, etc.	10 Create a mission statement and/or slogan for your business. What is it you want to convey to your audience? Who is your target audience?	11 Design or hire someone to do your logo and create your website. If you don't have much money then consider using Fiverr for this. There are many good workers on there that are inexpensive.	12 Come up with a social media plan. Ex: post on Facebook every Monday and Thursday, send a tweet on Twitter every day, create a video on Instagram weekly, engage with others on Fridays	13 Find 3 websites/people in your industry and subscribe to their newsletter. View their sites and platforms to see what they are doing. It may help you brain-storm your own business or even collaborate with them one day.	14 Do something fun. Treat yourself to something nice. Again-take time to rest. You can't run a successful business if you're tired all the time or never take time out for you. Self-care and balance my friend.
15 YAY your halfway there! Good job!! Be sure to celebrate!	16 Decide what social media platforms you'll use. Set up your accounts. Which ones do your target audience hang out at the most? Start following 5 people in your line of business from each platform.	17 List any products you have to offer (already created) whether physical or digital items. List ideals and creations you want to work on as well.	18 Create an Income & Expense spreadsheet. Designate a place keep your business receipts. At some point invest in a scanner or some type of filing system.	19 Set up some type of tax software such as Quickbooks or Freshbooks. Find a good tax accountant to utilize as your business grows.	20 Take the time to set up Google Analytics (GA) for your website. Learn how Google Analytics work. There is some really valuable information in GA that can help you grow your business.	21 Take a nap, you've earned it! Say some positive affirmations knowing you've got this and visualize your business doing well. Develop the right mindset now for your business.
22 Create a list of your passwords for everything: social media accounts, software apps, etc.. You can also use a password as Dashland or Roboform.	23 Set up your email system now. Mailerlite and Convertkit are great ones. Set up a schedule to email your list weekly. Use a professional email address. Create your email signature.	24 Apply for your EIN with the IRS. An EIN is like a social security # for your business. It's free to get as well.	25 Apply for a LLC. You can be a Sole Proprietorship if you prefer, but there are many reasons to become an LLC business instead.	26 Apply for a business bank account and always keep your business funds separate from your personal funds/account.	27 Research to make sure your State doesn't require any specific business permit(s). This can vary from State to State so do your research.	28 Rest up! you only have 3 days left before you are done organizing and ready to launch your business hopefully!
29 Do you need any contacts for your business? What about insurance? For instance, notaries need error & omissions insurance.	30 Email me and let me know you completed organizing and setting up your business so that I can celebrate with you.	31 Create your first post that you going to put on your social media platforms and. GO!				

## Recommended Tools and Resources for Organizing your Business in 30 Days

More recommended [Tools and Resources](#)

[Courses](#) to help you start your own business

[Hiring Help and outsourcing](#) for your Website and Logo

[Invoice and Filing System management tool](#) for your business

Best [Email Systems](#) for [building your contact list](#)

Don't forget to get your [Business EIN](#)

Are you going to be a Sole Proprietorship, or [form a LLC](#)?

Use the link and just pay State fees. They do the rest!

Be sure to cover yourself and protect your business with the proper [business contracts](#)

Does the type of business you have need [business insurance](#)?

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