

## Quick Start Toolbox Checklist

The following chart is a guideline as to what you will need to complete if you are becoming a professional coach.

Everything in the list below is covered through your coach training lessons.

Item or Task	Notes	Check/Date When Completed
Office Setup	Where will you be conducting your sessions?	
Business License	Contact city information for location.	
Business Bank Account	Take your business license and ID to the merchant/ owner account bank appointment.	
Elevator Speech	Answer to the question “What do you do for a living?”	
Marketing Plan	Covered in your lessons.	
Website	Use our recommended provider and we will assist with set up for FREE.	
Decide on Services	Books, newsletters, coaching sessions etc.	
Decide on Free Resource for Potential Clients (if any)	These are given to interested clients. Examples: 5 Things You Need to Know About Coaching (available in your eLibrary).	
Business Cards	Yes or no? Your choice.	
Decide on Fees	Covered in your lessons.	
Seminar or Workshop (if any)	Covered in your lessons.	
Modify Client Welcome Packet and Agreement	Covered in your lessons. Available in the eLibrary.	
1-800 Number	Contact director for a 10\$/month deal.	