

WORKSHEETS

Module 3: Operating in an organized infrastructure



1) What is your name?

2) Can you make a three-month calendar and a timeline to get all items done?

Hold yourself accountable to make sure the items get completed by the date you decide on at the end of this module.

Yes

No

3) Will you have a billing service?

Yes

No

4) Will you have a receptionist?

Yes

No

5) Will you need an elance account?

Yes

No

6) Do you have a website?

Yes

No



7) Website Checklist

- Contact information
- Online booking
- Bio about yourself
- Professional photo

8) Will you have a 15 minute free session (booked online)?

- Yes
- No

9) What is the date that you will commit to being done by?

Write this down in your calendar and make a list of what needs to happen to get you there.

