



Progress Key

Supplement to the The Small Biz Quickstart Workbook

www.smallbizquickstart.com

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Welcome to the Progress Key

What is this?

After building the workbook, I realized there are a LOT of things you need to keep track of. I've put this Progress Key together to help you track your performance. It puts all the "tasks" together in one place where you can mark your progress.

Like the workbook the Progress Key has three distinct stages: Planning, Launch, and Year One. Please read the instructions in the Workbook. Use the following tracking sheet to log your progress. Here's how:

- **NA:** Mark the tasks that are either done or irrelevant. This is the category NA (not applicable). This is the far-right column. Mark this as NA and you don't have to worry about the rest of the columns.
- Difficulty (1-9)
- Priority (High – Medium – Low)
- In Progress Yes/No
- Delegated to . . . (enter initials)
- Completed X

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| Stage One: Planning | Diff- iculty 1-9 | Pri- ority H-M-L | In Prog Y/N | Dele- gated to ... | Comp- leted X | NA |
|---|---------------------------------|---------------------------------|----------------------------|-----------------------------------|------------------------------|-----------|
| Chutzpah | | | | | | |
| Getting Your First Clients | | | | | | |
| How Do You Get Customers? | | | | | | |
| Pick A Niche or Two, or Three | | | | | | |
| Be Prepared to Make Tax Payments | | | | | | |
| How Many Employees and When? | | | | | | |
| Planning for Growth: Slow Versus Fast | | | | | | |
| Who Is Your First Hire? | | | | | | |
| Basic Monthly Financial Reports | | | | | | |
| Billing: Invoicing and Cash Flow | | | | | | |
| Cash Flow Projection - Year One | | | | | | |
| Create Your Chart of Accounts | | | | | | |
| Prep Last Three Years Tax Returns | | | | | | |
| Profit & Loss - Forecast Years 1-2-3 | | | | | | |
| Funding: What Do You Need To Start? | | | | | | |
| How Will You Pay Federal and State Taxes? | | | | | | |
| Cap Ex vs. Op Ex Spending | | | | | | |
| Home Office Deduction | | | | | | |
| Build vs. Buy Your Business | | | | | | |
| Automobile Expenses | | | | | | |
| Consider Staying Home | | | | | | |
| COBRA Health Insurance | | | | | | |
| Binding Arbitration | | | | | | |
| Contracts and Terms of Service | | | | | | |
| Find an Attorney | | | | | | |
| Patents, Trademarks, Service Marks | | | | | | |

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Stage One Continued

| Stage One: Planning | Diff- iculty 1-9 | Pri- ority H-M-L | In Prog Y/N | Dele- gated to ... | Comp- leted X | NA |
|--|---------------------------------|---------------------------------|----------------------------|-----------------------------------|------------------------------|-----------|
| Brain Storm. How Do You Reach Your Target? | | | | | | |
| Branding / Logo / Artwork | | | | | | |
| Web Site Design and Build | | | | | | |
| Brochures. NO. | | | | | | |
| Mission / Vision / Values | | | | | | |
| Name Your Company | | | | | | |
| Take A Personal Assessment of Your Skills | | | | | | |
| What Kind of A Business Plan Do You Need? | | | | | | |
| What's Your Exit Strategy? | | | | | | |
| Will You Start Part-time or Full Time? | | | | | | |
| Be Careful of Bundles When Buying | | | | | | |
| The Magic Of Three-Tiered Pricing | | | | | | |
| What Do You Sell and What Do You Charge For It? | | | | | | |
| Set Your Hourly Rates | | | | | | |
| Consider Flat Fee Pricing | | | | | | |
| What Do You Need to Learn to Start Selling Services? | | | | | | |
| What Happens to My 401(k) Or 403(b) When I Leave My Job? | | | | | | |

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| Stage Two: Launch | Diff- iculty 1-9 | Pri- ority H-M-L | In Prog Y/N | Dele- gated to ... | Comp- leted X | NA |
|--|------------------------|------------------------|-------------------|--------------------------|---------------------|----|
| Merchant Service to Take Credit/Debit Cards | d | p | l | c | d | n |
| PCI Compliance | | | | | | |
| Bank Account for Business | | | | | | |
| Bookkeeper / Bookkeeping Service | | | | | | |
| Initial Funding of Your Business | | | | | | |
| Investors: How Many? | | | | | | |
| Business Licenses and Other Licenses | | | | | | |
| Take Payments Any Way You Can | | | | | | |
| Get a Good Tax Adviser | | | | | | |
| Articles of Incorporation, Bylaws, Amendments, Stock, etc. | | | | | | |
| DBA | | | | | | |
| Forming Your Company | | | | | | |
| Insurance: Liability / General Business | | | | | | |
| Insurance: Business Interruption | | | | | | |
| Insurance: Commercial Property | | | | | | |
| Insurance: Errors and Omissions | | | | | | |
| Key Man (Officer & Director) | | | | | | |
| Long Term Care or Disability | | | | | | |
| Insurance: Personal Health + Dental | | | | | | |
| Insurance: Personal - Life | | | | | | |
| Insurance: Umbrella Policy | | | | | | |
| Insurance: Workers Comp | | | | | | |

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Stage Two Continued

| Stage Two: Launch | Diff- iculty 1-9 | Pri- ority H-M-L | In Prog Y/N | Dele- gated to ... | Comp- leted X | NA |
|---|---------------------------------|---------------------------------|----------------------------|-----------------------------------|------------------------------|-----------|
| Get Business Cards. Skip Stationery and Envelopes For Now | | | | | | |
| Consider a Launch Party | | | | | | |
| Federal EIN (Tax ID) | | | | | | |
| Sales and Use Tax / Reseller Certification | | | | | | |
| Data Storage, Sharing | | | | | | |
| Register Your Domain Name | | | | | | |
| Get QuickBooks and Other Tools | | | | | | |
| How Will You Pay Yourself - Payroll Or Distributions? | | | | | | |
| | | | | | | |
| | | | | | | |

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| Stage Three: Year One | Diff- iculty 1-9 | Pri- ority H-M-L | In Prog Y/N | Dele- gated to ... | Comp- leted X | NA |
|--|------------------------|------------------------|-------------------|--------------------------|---------------------|----|
| Join These Communities | | | | | | |
| Trade Associations, Magazines, And Podcasts | | | | | | |
| Privacy - Contact Info, Financial Info | | | | | | |
| Org Chart - Today And Future | | | | | | |
| Job Descriptions - Current and Future Employees | | | | | | |
| Training Manual | | | | | | |
| EBITDA - Learn It and Set Targets | | | | | | |
| Next Level Monthly Financials | | | | | | |
| Understand and Make Quarterly Tax Payments | | | | | | |
| Establish Good Collection Processes and Policies | | | | | | |
| Files Sales Tax Returns | | | | | | |
| NDA For Employees, Staff, And Clients | | | | | | |
| A Regular Newsletter Is Your Best Friend | | | | | | |
| It's All About You. Be Your Brand | | | | | | |
| Mailing Lists, Marketing, And More | | | | | | |
| Stationary, Envelopes, etc. | | | | | | |
| Making Money with Outsource Labor | | | | | | |
| Part-time Employees | | | | | | |
| Virtual Assistant (Or Non-Virtual) | | | | | | |
| Create Cross-Checks for Everything | | | | | | |
| Coaches - Life, Business, Sales, etc. | | | | | | |

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Stage Three Continued

| Stage Three: Year One | Diff- iculty 1-9 | Pri- ority H-M-L | In Prog Y/N | Dele- gated to ... | Comp- leted X | NA |
|--|---------------------------------|---------------------------------|----------------------------|-----------------------------------|------------------------------|-----------|
| Standard Markup Pricing on Products | | | | | | |
| Project Quoting, Planning, and Pricing | | | | | | |
| Quoting Projects | | | | | | |
| Office Space. Do You Need It? Store Front? | | | | | | |
| Manual of Processes and Procedures | | | | | | |
| Tracking Time Inside Your Business | | | | | | |
| Certifications. Yes or no? | | | | | | |
| Become A Life-Long Learner - Especially in Your Profession | | | | | | |
| Find Vendors Who Can Help You Make Money | | | | | | |
| Find Good Distributors | | | | | | |
| Manufacturers, Suppliers | | | | | | |
| Weekly Cash Flow Reports | | | | | | |
| Annual Insurance Tune-Up | | | | | | |
| Good Luck in Your New Business! | | | | | | |