



45-Step Checklist for Starting a Professional Organizing Business

Research the Professional Organizing Industry

- ☐ Read relevant organizing books and blogs.
- ☐ Watch and study relevant organizing Youtube videos.
- ☐ Listen to relevant organizing podcasts.
- ☐ Research your local market online (review other professional organizing companies in your local market on Google, Yelp, and Facebook).
- ☐ Acquire a professional organizer certification (not required).

Naming & Setting Up Your Business

- ☐ Create a unique company business name.
- ☐ Check online if your domain is available.
- ☐ Verify your company's name with your state's Secretary of State.
- ☐ Choose a business structure such as a sole proprietorship, partnership, limited liability company (LLC), or corporation.
- ☐ Obtain an EIN number.

Logistics

- ☐ Create a company phone number and voicemail message.
- ☐ Create an email signature.
- ☐ Set up a dedicated desk.
- ☐ Set up a Google Drive account with Gmail for online documents, spreadsheets, calendars, etc.
- ☐ Set up a calendar and scheduling system.
- ☐ Use a secure password storage system.

Banking & Payments

- ☐ Once you've obtained your EIN number, open a business bank account under your company's name.
- ☐ Get a business credit card.
- ☐ Set up a payment processing system.
- ☐ Set up an accounting tool.

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Professional Organizers Guide

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Professional Organizers Guide:

Unveiling the Energy of Verbal Beauty: An Psychological Sojourn through **Professional Organizers Guide**

In a world inundated with displays and the cacophony of fast interaction, the profound energy and emotional resonance of verbal beauty frequently disappear in to obscurity, eclipsed by the regular assault of noise and distractions. Yet, situated within the musical pages of **Professional Organizers Guide**, a charming work of fictional beauty that pulses with organic feelings, lies an unforgettable journey waiting to be embarked upon. Published with a virtuoso wordsmith, this mesmerizing opus books readers on an emotional odyssey, lightly exposing the latent potential and profound affect stuck within the elaborate web of language. Within the heart-wrenching expanse of the evocative analysis, we can embark upon an introspective exploration of the book is key subjects, dissect its interesting publishing design, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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