



YOUR TUTORING BUSINESS LAUNCH SUCCESS CHECKLIST

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Coach for Tutors

Your Tutoring Business Launch Success Checklist

X: X-Marks the Spot (Specific Niche)

- I know what makes me unique to prospective families and clients.
- I know who I tutor, what I tutor, and where I tutor.

I: Ideal Clients

- I know the time commitment for my tutoring (aligns with families).
- I know the values of my tutoring business (aligns with families).

F: Foundational Five

A: Accounting

- I have accounting software to organize my revenue and expenses.
- I know an accountant who can help me with taxes and tax law.

B: Business License

- I have completed and received my business name search.
- I have completed and received my business license.

C: Client Contract and Programs

- I have completed a client-tutor contract for prospective families and clients that includes protocols and procedures.
- I have created client programs and pricing for these programs.

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D: Due Diligence Insurance

- I have contacted the appropriate insurance advisor for liability insurance.
- I have liability insurance for my tutoring business.

E: Educational Software and Website

- I have an educational based software for recording business information.
- I have created a website for my tutoring business.

M: Marketing Protocols and Processes

- I have created my top five list of marketing strategies.
- I know how to generate referrals, testimonials, and my ideal network.

S: Sales Protocols and Processes

- I have sales processes and protocols in place for my business.
- I am comfortable navigating objections from prospects and clients.

P: Prospects to Clients

- I have a process in a place to transform prospects into clients.
- I have protocols in place for new clients.
- I have a process in place to continue to amaze existing clients.