

THE FIRST 90 DAYS

Operation	
	Ma accounting system is functional
	My office is set up with the necessary tools (computers, telephones, internet)
	I have installed all the necessary software and know how to use them
	I have organized my filing system and have labelled my folders
	I have completed all the monthly forms for my business (SD/GST/HST)
	I understand payroll deductions (GST/HST/PST)
	I have properly trained my staff and identified their responsibilities
	I have chosen the method of compensation for my staff
Sales and marketing	
	I have ordered my business cards
	I am concentrating my work activity on generating revenues
	I am in daily contact with my key network
	I have published a press conference to announce the opening of my business
	I am following my publicity and media plan
	I am meeting my clients and approaching potential clients
	I am sending advertising correspondences and exploring new perspectives
	I am asking (and receiving) referrals from my clients.
Finances	
	I have established sales projections based on sound industry ratio for activity
	I am tracking actual and projected revenue son a weekly basis
	I have established a line of credit for contingencies
	I am respecting my accounts receivable and accounts payable policies
	I am studying ways to reduce my expenses and increase my revenues
Notes	