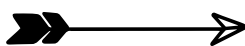


My Company



Getting It Done Blueprint

Paralegal Boss



FREELANCE PARALEGAL STARTING OFFICE CHECKLIST

- Website or Landing Page
- LinkedIn Profile
- Adobe Acrobat Pro
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Timesheet
- Invoice platform
- Accounting system
- Secure, High-speed Internet
- Productivity system
- Client Management system
- Printer/Scanner
- Telephone w/headset
- Stapler/staples
- Post-it Notes
- Paperclips
- Pens/highlighters
- Envelopes (reg. & 9x12)
- FedEx & UPS envelopes
- Videoconference platform
- General contract for services
- Computer
- Domain (optional)

NOTES



Freelance Paralegal

TASK CHECKLIST

FOR THE WEBSITE

FOR THE SOCIAL MEDIA

FOR COMPUTER SOFTWARE

FOR INVOICING & ACCOUNTING

FOR CLIENT MANAGEMENT

FOR PRODUCTIVITY



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TASK CHECKLIST

FOR OFFICE EQUIPMENT

FOR COMMUNICATION

FOR MISCELLANEOUS TASKS



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WHO?

WHO IS MY TARGET AUDIENCE

WHO CAN GIVE ME TESTIMONIALS



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WHAT?

WHAT ARE MY AREAS OF LAW

WHAT ARE MY SERVICES



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HOW?

HOW WILL I REACH MY TARGET CLIENTS

HOW MANY HOURS CAN I DEDICATE



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WHEN?

WHEN CAN I LAUNCH MY COMPANY

WHEN DO I DECIDE TO SCALE



REMEMBER ...

- Big business doesn't have to start big.
- Build a sustaining business, with the ability to sustain.
- Sell the problem you solve, not the product.
- NEVER forget why you started.

