

ENTREPRENEUR BOOT CAMP

ENTREPRENEUR BOOT CAMP 101

FAVIOLA THE INTERPRETER AND ENTREPRENEUR



Hello, my name is Faviola "The Interpreter & Entrepreneur"

I'm a former Chief Executive Officer of a Top Notch Language agency in California. I'm also a seasoned conference interpreter and a contractor with the State of California, SJSJ, Sacramento County, USCIS, CAVA, PICO, OPWDD NY and more...

I'm a professional interpreter, entrepreneur, trainer and speaker. I've been providing language and business training throughout California and Online for thousands of business opportunity seekers.

I am Owner and Founder of "Faviola the Interpreter and Entrepreneur" business, a California based established business. Who is introducing a new cloud-based online interpretation and business training program that will allow anyone with bilingual or special skills and a "Go-Getter" attitude to start their own business.

I have over 25 yrs of professional business experience, and over 18 years of professional language experience. I hold a Small Business Certificate from the City of Sacramento, a DGS contract from the State of California and I'm a Woman Owned Certified Business.

I decided 18 years ago to take a “leap of faith” and I built my business “literally” from the ground up. I learned the “*Good, Bad and Evil*”...I want to help you AVOID running into all the “*BAD & EVIL*” and want to teach you all the “*GOOD*”.

I've helped many businesses throughout the years get started, as well as trained thousands of freelancers to become entrepreneurs...And, I can help you!

So, let's get STARTED and put you to the:



*It's never too late to get started. Never too late to fix things.
Never too late to grow. Never too late to LEARN.*

What you need to START YOUR BUSINESS

Make sure that you fill in the names on the boxes of who you purchased, registered with, as well as checking the boxes as you are completing each step...

➤ What type of **Business** are you Starting

- Products
- Services or an,
- Online Business

➤ What **structure** will your Business be

- Sole Proprietor
- Partnership
- Corporation
- Limited Liability

➤ Select your **Business Name**

- Company Name
- Personal Name

➤ Obtain a **Business License** - *(check with your city, state because not all require a B.L)*

*(check here), if Completed... **SAVE RECEIPT and ENTER in you Billing system***

➤ Make sure to file your **fictitious business name** and *(publish it on a local newspaper)*

Who did you file it with (put name here):

*(check here), if Completed... **SAVE RECEIPT and ENTER in you Billing system***

➤ **Apply for your (EIN)** Employer Identification Number with the State *(I don't recommend you use your SSI for business)*

*(check here), if Completed... **SAVE RECEIPT and ENTER in you Billing system***

➤ **Open a Business Account** *(Even if your a Sole Proprietor, I recommend you open a Business account...Don't "commingle your funds)*

*(check here), if Completed... **SAVE RECEIPT and ENTER in you Billing system***

➤ Get **accounting software** *(I recommend Quickbooks, even if you use PayPal to accept payments) - QB is easy to use and it will help you during tax time.*

*(check here), if Completed... **SAVE RECEIPT and ENTER in you Billing system***

Below is a simple List of Commonly Used Tax Write Off, but their is so many more!!

Simple list of Tax Write-Offs			
Home Office	Utility Expenses	Business Meals	Travel Expenses
Business Insurance	Medical Expenses	Education	Car Expense
Charitable Contributions	Retirement	Business Interest & Fees	Childcare
Mortgage Interest	Moving Expenses	Mileage	Office Supplies
Legal and Professional Fees	Internet / Email	Postage	Cell Phones

Keep track of ALL YOUR EXPENSES!

Remember that the “burden of proof”, is “The responsibility to substantiate entries, deductions, and statements made on your tax returns, which is known as the burden of proof. You must be able to prove certain elements of expenses to deduct them.”

*As a small business, freelancer, AND/ OR Entrepreneur, we always forget to track the small things, so make sure to have your monthly items ready and organized, so when Tax season comes YOU WILL BE READY! **MAKE SURE YOU GET MY PLANNER**, IT WILL PROVIDE YOU WITH ALL THESE TOOLS AND DEDUCTIONS*

Starting Your Business

Ok, so now that you got the necessary legal Step-by-Step of what you need to START YOUR BUSINESS, it's time to get down to business! The following are just the basic fundamental items that you need to keep your business going and things to ponder as all these things NEED to get done to get **"YOUR BUSINESS GOING AND GROWING"**

So, you need to get the following items in place. And you have to understand that it's going to take time, but that's OK, right? Yes, it's OK because as long as you got the above steps completed you are off to a GREAT START!

So, things you you need:

- Brand Your Business
- Mission and Vision
- Business Plan
- Strategic Plan
- Web Design
 - a. Design and Planning of pages
 - b. Research, Page Creation, Content and Image building
 - c. SEO: Write and Insert Meta Tags for SEO
 - d. File Transfer and Functionality of Website
 - e. Facebook, Twitter, Google page design and Mobile Design
 - f. Google Analytics, Bing and Yahoo set-up
- Market Your Business
 - a. Brochures
 - b. Business Cards
 - c. Flyers
 - d. Media Kits
 - e. Press Releases
 - f. Social Media Marketing

And so much more...but it's ok, don't get overwhelmed - trust me! IT WILL GET DONE WITH ALL MY **STEP-TO-STEP TRAINING PROCESS ---HERE'S A SNEAK PEAK ON MY PLANNER**

Where do you see yourself in 2 years?

What does your life look like in 2 years?

What are your challenges?

What are your struggles?

What are your Dreams & Goals?

What are your favorite Quotes?

Write your Goals for each month and the Tasks that you will complete in the next 30, 60, 90 days...STAY FOCUS AND ON TRACK

Goal	30 DAYS START/END DATE	60 DAYS START / END DATE	90 DAYS START / END DATE
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GOAL NOTES FOR EACH MONTH

Week One

Top Goals for This Month

Goal #1

The do's and don'ts needed to reach my goals: _____

Top Goals for This Month

Goal #2

The do's and don'ts needed to reach my goals: _____

Top Goals for This Month

Goal #3

The do's and don'ts needed to reach my goals: _____

GOAL NOTES FOR EACH MONTH

Week Two

Top Goals for This Month

Goal #1

The do's and don'ts needed to reach my goals: _____

Top Goals for This Month

Goal #2

The do's and don'ts needed to reach my goals: _____

Top Goals for This Month

Goal #3

The do's and don'ts needed to reach my goals: _____

GOAL NOTES FOR EACH MONTH

Week Three

Top Goals for This Month

Goal #1

The do's and don'ts needed to reach my goals: _____

Top Goals for This Month

Goal #2

The do's and don'ts needed to reach my goals: _____

Top Goals for This Month

Goal #3

The do's and don'ts needed to reach my goals: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MUST DO THIS WEEK

- 1. _____
- 2. _____
- 3. _____

FOLLOW UP APPOINTMENTS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

NOTES:

PHONE CALLS RECEIVED			
Date	Caller	Telephone	Details
Date	Caller	Telephone	Details
Date	Caller	Telephone	Details

EMAILS AND CORRESPONDENCE
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To Do	Notes

Get Your Daily Routine Going: Start your Day Early. Be prepared for those last-minute phone calls and assignments...**ALWAYS BE PREPARED!**