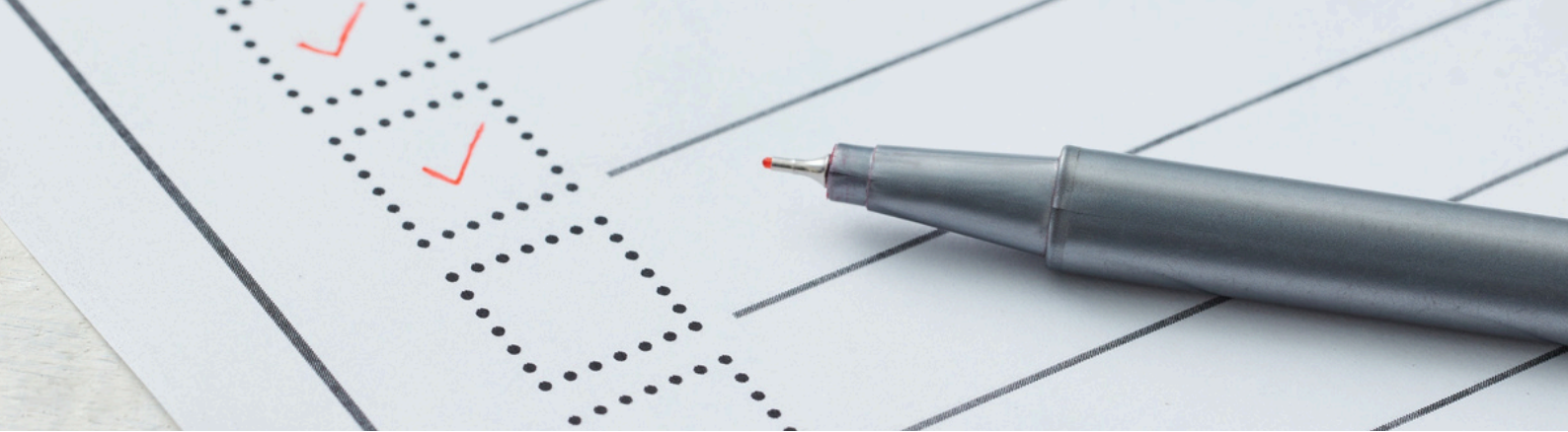




What to Have in Place Before Taking Clients

A simple checklist to help you feel prepared, not rushed



Checklist

Before You Say Yes to Clients, Check This

- ☐ I'm clear on what services I offer (and what I don't)
- ☐ My pricing and availability are set and easy to explain
- ☐ I know how clients will contact me and book
- ☐ I've thought through basic cancellation expectations
- ☐ I have a way to collect client information
- ☐ I've decided what boundaries matter most to me
- ☐ My business feels manageable with my current schedule

Prepared doesn't mean perfect — it means intentional.



One Last Thought

Being prepared doesn't remove uncertainty — it just gives you something steady to stand on when things get busy.

MJ



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