



TAXQUEEN

Set Yourself Up for Success! Freedom Financial Business Success Blueprint

So you've decided to jump in and become a digital nomad! Congratulations, that is a big leap for anyone to take. As a full-time remote business operator myself, (who BTW also happens to work with other full-time nomads) I know that there are a few important things that need to be taken into consideration before hitting the road.

INTRODUCTION

The area that I am most experienced with is the bookkeeping and accounting side of things, specifically tax planning and tax law. BORING. For most people I know it is. However, for me this is my favorite geek-out topic and I love to share my knowledge. I also know from experience that getting other people excited about finances and taxes is an uphill battle. *BUT* if you really think about it, having your "financial ducks" in a row is actually the purest form of freedom, which I know resonates with all of us freedom seeking entrepreneurs.

This is why I have taken the time to put together this Freedom Financial Business Success Blueprint. This is the "what you need to know before you go" ultimate checklist resource to help ANY USA based entrepreneur get themselves financially and professionally organized enough to become a location-free business operator.

Follow along with the worksheet and the accompanying video to go through all of the important things that you need to consider and plan for if you'd like to take your business on the road. Once you have completed this planning sheet you should have an easy to follow prep list that will help you get your business organized enough to be a success no matter where the road takes you.

Part 1 - General Considerations

Things to think about and determine before you hit the road. *Watch the accompanying video to hear my professional opinion as well as personal experience to get advice on each specific item on this list.*

Choosing a bank

What bank will you use?

Cell phone & data

Who will your provider be?

If international travel, phone + data solution

How will you get access to the internet/data while traveling or on the road?

Timezone management (tools)

How will you manage your time zones when traveling?

Appointment scheduling (Calendly, Acuity) etc.

How will you keep track of appointments?

Invoicing tools

How will you send invoices and collect money from your customers & clients?

International banking and different currency

How will you receive different currencies and international bank transfers?

Payment processing (Quickbooks, PayPal, Stripe, etc.)

How will you process automatic payments or purchases?

Making your work schedule (how many days/hours do you work?)

How many hours do you plan to work?

Video conferencing (Zoom, Microsoft team, Google meet, etc.)

How will you attend meetings when you are on the road?

Communication (Messenger, Voxer, email, Slack, text, etc.)

How will you communicate with your clients and customers on the road?

Choosing your availability (organize your time...)

When will you be available to work and take meetings?

Part 2 - Creating A Daily, Weekly, Quarterly and Yearly Routine

Below is a checklist for you to follow in order to create the necessary habits to remain organized and unburdened by the necessary financial tasks that your business requires. Watch the accompanying video where I explain the importance of each one and how it will specifically affect your financial wellbeing and taxes each year.

Daily

What activities would you recommend they do daily to stay organized?

- Fulfill any orders (if e-commerce)
- Review any outstanding scope items
- Follow up on any business leads
- Check your email and/or other inboxes
- Create a task list for the day (what small items can you check off immediately)
- Use a scheduler/planner to organize your day/week (do this Monday, check it daily)
- Block off or rework your schedule to make sure that it matches your travel plans
- Photograph any physical receipts and then throw them away

Weekly

What activities would you do

- Set 3 goals - 1 financial, 1 personal, 1 task for what have you been putting off
- Plan for some focused and undistracted sit down time for work
- Plan for work that you can get done on the road - ok to have distractions and interruptions
- Book accommodations or plan for working locations (make sure you have space, quiet time, internet, etc.)
- Make a list of financial things that need to be dealt with: inventory purchases, invoicing, bill paying, etc.
- Schedule time for bookkeeping (look at your income and expenses, send invoices, review bank feed in software, etc.)



Monthly

- Bills/expenses (have a plan and schedule for when you pay your bills)
*hint make it all autopay as much as you can
- Review late payments, if any - know what days you get paid and have policies with penalties in your business for people paying you late, follow up with anyone who is over 30/60/90 days late
- Set up your clients also with recurring or autopay systems or at least automatic reminders (review these monthly to make sure there are no outstanding that would need to stop services)
- Reconcile - review what shows on your statement to what shows on your books
- Check all of your financials (bank, credit card, and payment processor)
*travelers may be more vulnerable to fraud or hacking so stay on top of it
- Remove any unneeded subscriptions or expenses

Quarterly

- Tax payments - make your quarterly estimated tax payment
- Quarterly reports - compare quarter to quarter or year to year or month to month, whatever fits your business model
- Financial goal setting - set 90 day sprints
- What expenses can you “find” that may help you tax wise (inventory, equipment, hiring a coach, investing in marketing, conference, etc.)

Yearly / Annually

- File your taxes
- Book a call with your tax strategist / advisor
- Set goals - business, financial, marketing, etc.
- Plan your travel for the next year - lay out a broad route. Yes. It can change.

Conclusion:

If you have a dream of traveling full-time with your business but aren't sure about all of the logistics, I hope that this worksheet and video has helped you out.

Obviously, there is a lot more than just filling in this worksheet. However, the first step to an organized and healthy business is to do the appropriate planning.

If anything, I hope that this activity inspired you to think about some of the things that you have not considered before.

The next step is to begin to take the necessary actions in order to create the habits and behaviors that will allow you to continue to move forward towards your freedom lifestyle goal!

