

How to Start an Online Tutoring Business (Checklist)

1.	Choose a Subject \square a. Decide on a subject or subjects to tutor \square
2.	Do Market Research □
	a. Survey consumers \square
	b. Research economic studies \square
	c. Study competitors \square
	d. Analyze the demographics of your target market $\hfill\Box$
3.	Create a Business Plan □
	a. Executive summary \square
	b. Business description \square
	c. Market analysis \square
	d. Funding needs \square
	e. Financial projections \square
4.	Purchase Equipment □
	a. Headset with a microphone \square
	b. Webcam (if needed) \square
5.	Create a Legal Entity □
	a. Choose your legal structure \square

b. Register with your State \square

6.	Advertise \Box
	a. Connect with customers through advertising $\hfill\Box$
	i. Create a website \square
	ii. Create social media accounts for your business $\hfill\Box$
	iii. Create an email account \square