

Activity Sheet # 1 – Earnings Calculation

How much are you planning on earning as a Mobile Notary Public?

1) Take a moment to think about how much you'd like to earn in this business.

To help you get started, here are some things to take into consideration:

- Cost of running your business (overhead such as office equipment, supplies, licenses, certifications, insurance, car, etc.)
- Income Taxes you will need to pay
- "Net" take home

Example

a) Monthly Income Goal	\$ _____	<u>\$3,000</u>
b) Average Pay/Signing	\$ _____	<u>\$75</u>
c) Monthly number of Signings to achieve YOUR Goal	_____	<u>40</u>
	(Divide Row "a" by Row "b")	
d) Weekly number of Signings	_____	<u>10</u>
	(Divide Row "c" by 4)	
e) Daily number of Signings	_____	<u>2</u>
	(Divide Row "d" by 5)	

The daily number of signings now appears much more achievable, doesn't it?

2) Now, you can use the same approach to calculate the number of clients you will need in order to achieve your goal:

Example

f) Current number of Signings/Month	_____	<u>20</u>
g) Current number of Clients	_____	<u>5</u>
h) Average # of Signings from each Clients	_____	<u>4</u>
	(Divide Row "f" by Row "g")	
i) Monthly number of Signings to achieve YOUR Goal	_____	<u>40</u>
	(Row "c" from above)	
j) Total Number of Clients needed to achieve your Goal	_____	<u>10</u>
	(Divide Row "i" by Row "h")	

Now that you know how many clients you need, you can create a plan of action to achieve that



Activity Sheet # 2 – Clients

Who are your current clients?

What other clients would you like to serve?

Activity Sheet # 3 – Marketing

How are you currently marketing and promoting yourself?

What other areas of marketing and self promotion can you implement?

Activity Sheet # 4 – Action Steps for a Fast Start

1) **Sign up for 3 NEW Online Directories**

Date

a. _____

b. _____

c. _____

2) **Attend 3 Networking Events**

a. _____

b. _____

c. _____

3) **Contact 3 past clients**

a. _____

b. _____

c. _____

4) **(BONUS) Visit 3 (new) clients near you**

a. _____

b. _____

c. _____
