EMPIRE BUILDER ACADEMY

MODULE 09 WORKSHEET

YOUR FIRST 30 DAYS

Fillable worksheet and action checklist. Print it, or type into the DOCX version.

THE ONLINE ENTREPRENEUR BLUEPRINT

From Zero to Your First Online Business

09

BUILD SMART. LAUNCH FAST. SCALE WITH AI.

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MODULE 9 WORKSHEET: YOUR FIRST 30 DAYS

Part A: My 30-Day Calendar

Start date: _____ Day 30 date: _____

Week	Dates	Theme	Most important task	Done?
1		Decide and validate		
2		Build the foundation		
3		Launch and reach out		
4		Sell, follow up, review		

Part B: Daily Power Hour

Block	Time	Where
Plan (5 min)		
Build (25 min)		
Reach (20 min)		
Respond (5 min)		
Record (5 min)		

Weekly review day/time: _____

Part C: Marketing Calendar Summary

Week	Theme	Posts planned	Email planned	Other
1				
2				
3				
4				

Part D: Website Launch

Launch date: _____ Checklist complete? Yes / No

Issues found and fixed: _____

Part E: Warm Network and Outreach

Name	Relationship	Contacted (date)	Response	Next step

Part F: 30-Day Scorecard

Metric	Week 1	Week 2	Week 3	Week 4	Total
Hours worked					
Customer-facing actions					
Conversations					
Website visitors					
Email subscribers					
Proposals / checkout visits					
Customers won					
Revenue					
Expenses					

Part G: Day-30 Decision

Continue / Adjust / Pivot (circle one). Why: _____

My path (A / B / C): _____ My 90-day goal: _____

Next three monthly review dates: _____

Action Checklist

- [ ] Put all 30 days on your calendar with time blocks
- [ ] Set up your Daily Power Hour routine
- [ ] Complete Week 1: direction, niche, problems, demand, offer, price
- [ ] Complete Week 2: name, structure, banking, domain, email, brand, AI assistant, website draft
- [ ] Complete Week 3: website pages, lead capture, SEO, policies, launch, social setup, content batch

- [ ] Complete Week 4: outreach, communities, sales assets, conversations, follow-ups, automation, customer experience
- [ ] Build your 30-day marketing calendar
- [ ] Complete the website launch checklist
- [ ] Contact at least 20 people in your warm network
- [ ] Track your scorecard weekly
- [ ] Complete your Day-30 review and choose your path
- [ ] Write your 90-day plan