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To: SIM Network colleagues

RE: So you want to be an Indy SIMmer !

GAIL's GUIDE for Being an Independent SIM Consultant

- Change hats.
 - Think more like a CEO & less like a public servant

- Organize your business
 - Create a ROUTINE that is simple, efficient & automatic
 - **Make sending an invoice a top priority**
 - Use your computer to account for your income & expenses
 - Excel, Quick Books, etc.
 - Create a money trail
 - open a dedicated business bank account
 - have one credit card for business use only
 - Gather paid invoices+receipts into an annual tax file
 - Talk to your tax accountant

- Decide what your expertise & time are worth
 - Your fee is always negotiable
 - Don't sell yourself short
 - Keep the 2 for 1 ratio in mind
 - For every hour of consulting you spend 2 hours planning

- Listen, Question & Guide with Assurance & Authority
 - What people ask you for is not necessarily what they want or need
 - Do only what you really love to do and want to do
 - Learn to say NO without saying NO
 - Remember, you are the only person who cares about your best interests!