

Build Your Teaching Business in *4 Weeks*: The 12-Step Cheat Sheet

One clear path for teachers and moms. Start as a tutor or Step Up provider, then grow from there.
One small step at a time.

WEEK 1 Decide

- ☐ **1. Pick what you'll teach**
One subject, one age group. Example: reading, K-3.
30 min \$100K Teacher Skillset
- ☐ **2. Choose your format**
Start with tutoring. Grow into a microschool later.
15 min Microschool book
- ☐ **3. Set your simple offer**
What's included, how often, how long, and your price.
1 hr Microschool book

WEEK 2 Set up

- ☐ **4. Create your Facebook page**
Name, photo, one-line bio, and a message button.
1 hr Guide 2
- ☐ **5. Make a payment link**
So private-pay families can pay in one tap.
30 min Guide 3
- ☐ **6. Design your first post**
One headline, your photo, one call to action.
30 min Guide 4

WEEK 3 Get approved

- ☐ **7. Join the provider interest list**
On stepupforstudents.org, under Schools & Providers.
20 min Guide 1
- ☐ **8. Create your EMA business account**
Follow Step Up's onboarding video step by step.
1 hr Guide 1
- ☐ **9. Choose your service**
Use the Document Checklist for Service Providers.
1 hr Guide 1

WEEK 4 Get families

- ☐ **10. Post 3 times a week**
Reply to every comment and message within a day.
20 min/day Guide 4
- ☐ **11. Enroll your first families**
Reply, send your intake form, offer a short call.
Ongoing Guide 5
- ☐ **12. Turn on auto-replies**
So no parent waits while you're teaching.
30 min Guide 6

Tip: Start Week 3 early. Step Up approval can take time, so keep working on Weeks 2 and 4 while you wait.

Your toolkit

Easy Guide: in the DIY Bundle. Books: on Amazon.



MINDSET
The \$100K Teacher Skillset



SETUP
Build Your Dream Microschool



LAUNCH
The Easy Guide (6 guides)

This can wait

- A perfect curriculum. Start with what you already teach.
- A logo or brand colors.
- A full website before your first student.
- Paid ads. Free posts and referrals come first.

Want this done for you?

We build your website, payment links, and launch plan with you, so you can focus on teaching.

apply.teachertoceo.org