

Worksheet 9: 90-Day Goal Tracker

Your Illinois launch roadmap. Check off each milestone as you complete it. Days 1-10 are the most critical — legal foundation first, everything else second.

DAYS 1-10: LEGAL FOUNDATION

- ☐ Chose business name — passed all 4 checks (Illinois SOS, TESS, Google, domain)
- ☐ Filed Articles of Organization at ilsos.gov — \$150 ✓ Filing date: _____
- ☐ Applied for EIN at irs.gov — EIN: _____
- ☐ Filed BOI Report at fincen.gov/boi — Date filed: _____
- ☐ Drafted Operating Agreement
- ☐ Registered with Illinois DOR at mytax.illinois.gov — free
- ☐ Applied for Chicago business license at chicago.gov/bacp (if Chicago-based)
- ☐ Set annual report reminder — \$75 due before anniversary month every year
- ☐ Set Illinois income tax quarterly reminder (April 15, June 15, Sept 15, Jan 15)

DAYS 11-20: INSURANCE, VEHICLE, BANKING

- ☐ Got 3+ commercial auto insurance quotes — chose: _____ for \$ _____/yr
- ☐ Purchased commercial auto insurance — bound date: _____
- ☐ Purchased general liability insurance — bound date: _____
- ☐ Purchased cargo insurance — bound date: _____
- ☐ Ordered I-PASS Illinois tollway transponder — account #: _____
- ☐ Opened business checking account — bank: _____ date: _____
- ☐ Set up Wave accounting (free) — waveapps.com
- ☐ Set up Stride mileage tracker (free) — stridehealth.com
- ☐ Downloaded Waze, ParkChicago, SpotAngels apps
- ☐ Set up Google Business Profile — live date: _____
- ☐ Set up LinkedIn profile with Illinois courier keywords

DAYS 21-30: MARKET PREPARATION

- ☐ Drove target market — noted loading zones, parking garages, and lab locations
- ☐ Built target client list — minimum 50 names
- ☐ Researched Northwestern Memorial / Rush / UChicago vendor qualification
- ☐ Began first outreach calls / emails
- ☐ Confirmed I-PASS funded and mounted before any tollway use

DAYS 31-90: LAUNCH & BUILD

- ☐ Week 5: 8-10 new outreach contacts per day
- ☐ Week 6: Follow up all prior contacts; request trial runs
- ☐ Week 7: First 3 recurring clients secured — monthly revenue: \$_____
- ☐ Week 8: Review pricing — confirm inter-city rates (Chicago-Springfield, Chicago-Peoria)
- ☐ Week 10: Review P&L; — is tax reserve at 30-35%?
- ☐ Week 12: Target revenue \$4,000-\$6,000/month reached? Actual: \$_____
- ☐ Day 90: Illinois annual report reminder set for anniversary month

KEY ILLINOIS DATES & REMINDERS

Obligation	Due	Your Notes
Illinois annual report due	Last day BEFORE anniversary month	Set reminder: _____
Illinois Q1 estimated tax	April 15	Amount: \$ _____
Illinois Q2 estimated tax	June 15	Amount: \$ _____
Illinois Q3 estimated tax	September 15	Amount: \$ _____
Illinois Q4 estimated tax	January 15	Amount: \$ _____
Chicago city vehicle sticker renewal	Annual	Renewal date: _____
Chicago business license renewal	Annual	Renewal date: _____
I-PASS account balance check	Monthly	Current balance: \$ _____
Commercial insurance renewal		Renewal date: _____

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