



PG MATTHEW & ASSOCIATES
— Unlock Your Potential —

IGNITE Startup Checklist

Your Journey to Business Success




www.phillipmatthew.com

Instructions

Use this checklist to track essential steps for starting your business, aligned with the *IGNITE* framework. Check off completed tasks monthly and review progress. Refer to the example below. Download the *IGNITE* series at phillipmatthew.com for detailed guidance.

Example Checklist

Check	Task
<input checked="" type="checkbox"/>	Vision Defined: Launch a sustainable café by 2026.
<input type="checkbox"/>	Market Researched: Survey local customers by 15/06/2025.
<input type="checkbox"/>	Business Plan Drafted: Complete draft by 30/06/2025.
<input type="checkbox"/>	Funding Identified: Apply for a grant by 15/07/2025.
<input checked="" type="checkbox"/>	Leadership Goal Set: Improve public speaking by 30/06/2025.
	<p>Which task is your top priority this month? Write one sentence/quote</p> <p>“Innovation distinguishes between a leader and a follower.” – Steve Jobs.</p>



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Start Up Essentials

Check	Task
	Vision Defined: Write your business vision statement.
	Market Researched: Identify customer needs via surveys.
	Business Plan Drafted: Outline goals and strategies.
	Funding Identified: List potential funding sources.
	Leadership Goal Set: Define a 30-day personal development goal.
	Which task is your top priority this month? Write one sentence/quote.