



Ako Ohaoha

FLOURISHING BUSINESS

A brief guide to setting up your
business for heart-centred business
people, healers & bodyworkers

Welcome beautiful
heart



One day you finally knew what
you had to do, and began.....~
Mary Oliver, The Journey

MARY OLIVER, THE JOURNEY

Use your discernment

THIS DOCUMENT IS WRITTEN AS A REFERENCE GUIDE, SO BE SURE TO DOUBLE CHECK WITH YOUR ACCOUNTANT, LAWYER, PEAK BODIES & OTHER PROFESSIONALS IF YOU'RE EVER IN DOUBT ABOUT ANYTHING YOU LEARN HERE.

BUSINESS LEGALITIES, & TAX REQUIREMENTS CHANGE ACROSS TIME, STATES, COUNTRIES & INTERPRETATIONS.

This checklist is to assist you with the steps required to practice within Australia (similar points will also apply to other Countries, yet it is written with my knowledge of the Australian requirements).



I'm Gabrielle Rangihoea Walker....

I'M A REGISTERED TRANSPERSONAL COUNSELLOR & LIFE COACH, A MĀORI HEALING PRACTITIONER, AKO TOROWHĀNUI: MĀORI HEALING KAIARAHĪ ~ GUIDE.

I AM PASSIONATE ABOUT USING MY ENERGY AUTHENTICALLY, PRECISELY, POSITIVELY & PRISTINELY.

ONCE UPON A TIME I WORKED AS A STRATEGIC PLANNER AND HAVE BEEN IN BUSINESS FOR 12-YEARS, WITH DEGREES IN COMMUNITY DEVELOPMENT, SOCIOLOGY, AND A MASTERS IN PHILOSOPHY IN STRATEGIC MANAGEMENT.



Sometimes business can feel like speaking another language - but I believe in you!

X Gabrielle Rangihoea
♥

We all come into this space with
different stories, backgrounds &
resources...

Through supporting coaching clients, Māori healing trainees & my own
process, it's sooooo obvious there is no one way create or run a
business!



'BUSINESS-TALK' CAN
SOMETIMES BE
OVERWHELMING, LIMITING,
ONE-DIMENSIONAL & OFTEN
BY-PASS OUR NATURAL
ABILITIES & SKILLS IN THIS
SPACE!

But it doesn't need to
be...
We're humans serving
humans...

I want you to feel good about
sharing your gifts & wisdom in
exchange for money...

I want you to understand the
energetics of flourishing & being
of service

I want you to be comfortable with
weaving with
eeeevveerrryyything you want in
your life...

All of it! x



Take a big breath & let's get started...

DON'T WORRY...YOU'RE IN THE
RIGHT PLACE X

Operation Essentials

YOU'VE FINISHED YOUR TRAINING, OR YOU'VE GOT SOME GOOD IDEAS & WANT TO START PRACTICING AS A BUSINESS...



Phase one

- APPLY FOR YOUR AUSTRALIAN BUSINESS NUMBER (ABN) - TO BEGIN. STARTING AS A SOLE TRADER IS USUALLY EASIEST, YET CHECK WITH YOUR ACCOUNTANT!
- BUSINESS NAME REGISTERED
- FACEBOOK / INSTAGRAM PAGES SET UP (IF YOU WANT THESE)
- ORGANISE YOUR BUSINESS & PRACTICE INSURANCE (COMBINED MALPRACTICE, PUBLIC & PRODUCTS LIABILITY)
- TAKE THE TIME TO CONSIDER WHAT

Take it step-by-step...
This is a new way of
exploring energy...

Business name considerations



Sometimes we get caught up on business name. yet know you can change it!

Registering as a Sole Trader with your own name is free.

Currently registering a business name is:

- \$39AUD for one year
- \$92AUD for three years

If you decide registering a business name is for you!

CHECK THE AVAILABILITY OF YOUR BUSINESS NAME

TO FIND OUT IF YOUR BUSINESS NAME IS AVAILABLE,
GO TO THE AUSTRALIAN SECURITIES & INVESTMENTS
COMMISSION (ASIC) BUSINESS NAMES REGISTER



Phew... keep breathing

I BELIEVE IN YOU!

Operation Essentials

YOU'RE SURE THIS IS THE ROUTE YOU'RE GOING, IT'S TIME
TO START SETTING YOUR FOUNDATIONS

Phase two

Finances & bookings

Business checklist: Phase two

- THINK ABOUT YOUR FINANCES (SEE OTHER WORKSHEETS & WORKBOOK)
- CHOOSE YOUR BOOKING SYSTEM, **ACUITY** OR CALENDLY ARE GOOD ONES TO START WITH.
- MAYBE YOU WANT TO SET UP A NEW BUSINESS EMAIL? GMAIL CAN BE A GOOD ONE? (OR IF YOU REGISTER A DOMAIN NAME, YOU CAN SET UP AN EMAIL WITHOUT HAVING A WEBSITE TOO).
- OF IF YOU'RE HAPPY TEXTING & TAKING PHONE CALLS, THAT WORKS TOO!



Business can be like learning
a new language. yet know you
can speak the language in your
unique dialect!

Do I have to register for GST?

IN MOST CASES... NO..

YOU MUST REGISTER FOR GST: WHEN YOUR BUSINESS OR ENTERPRISE HAS A GST TURNOVER (GROSS INCOME FROM ALL BUSINESSES MINUS GST) OF \$75,000 OR MORE - EXPENSES AREN'T INCLUDED)

In other words, probably not initially

ALTHOUGH IT WILL DIFFER FOR EACH OF US, IT TOOK ME 4-YEARS FROM STARTING MY BUSINESS TO HAVE TO REGISTER FOR GST. THIS WAS:

- 4-YEARS AFTER REGISTERING MY BUSINESS
- 1 YEAR AFTER GOING INTO MY BUSINESS FULL-TIME (BEFORE THAT I STUDIED AND WORKED AS WELL)

A tax invoice must have...

- Your business name & ABN
- Services rendered
- Date issued
- When you create an invoice for others, you just add a section that says "not registered for GST."
- Details of how to pay you

THERE'S AN EXAMPLE BELOW

[INSERT LOGO OR LETTERHEAD]

WanderKind

BY GABRIELLE RANGIHOEA

TAX INVOICE

[INSERT BUSINESS NAME]

[[INSERT BUSINESS ADDRESS (OR SUBURB)]]

[INSERT ABN]

INVOICE NUMBER:

DATE ISSUED:

DATE DUE:

TO: [INSERT CLIENT NAME]

FOR: [INSERT SERVICE]

DESCRIPTION:

\$PRICE

\$TOTAL

NOT REGISTERED FOR GST

PAYMENT DETAILS:

[INSERT BANK ACCOUNT DETAILS]

[INSERT PAYMENT AGREEMENT DETAILS]

Opening yourself up to receive...

THERE ARE LOTS OF THINGS TO PREPARE & GET READY WHEN STARTING OUT, YET EVERYTHING DOESN'T NEED TO BE DONE AT ONE.

THINK OF EACH STEP AS SETTING THE FOUNDATION FOR YOUR FUTURE SELF, LIFE, FAMILY & PRACTICE.

THERE WILL BE SOME EMOTIONAL AS WELL AS PRACTICAL WORK TO DO ALONG THE WAY!



CHOOSE YOUR SESSION / PROGRAM FEES.



WHAT DAYS / HOURS ARE YOU AVAILABLE TO WORK, SET THESE IN YOUR DIARY.



SHARE WITH YOUR NETWORK & COMMUNITY THAT YOU ARE NOW OFFERING SESSIONS.



INCLUDE A BOOKING BUTTON ON YOUR FACEBOOK PAGE, OR BUSINESS PAGE.



CONSIDER HOW & WHEN YOU WANT TO BE OPEN TO ENQUIRIES.



Wanderkind

BY GABRIELLE RANGIHOEA