

Blog Outline – 750+ words**Guest Blog Topic [for another company's website]: Growing from solopreneur to employer.****SEO Title (70 characters or less): Do You Know How to Grow from a Solopreneur to an Employer?****SEO Description (150 characters or less):** Are you a solopreneur who wants to become an employer? Here's a guide that can help you achieve your goal. Learn more TODAY!**Keyword/Phrase(s):** grow from a solopreneur to an employer**Alt Text Tag for Image (70 characters or less):** How to grow from solopreneur to employer.

Are you a solo practitioner who's been thinking about becoming an employer? Are you prepared to have a staff? When you're not prepared it can be a disaster for both you and your employees.

Keep in mind that you'll need documentation, policies and procedures, and systems and processes to ensure you have success hiring the right people who can be billable quickly. However, you may struggle with hiring the first person. Most solopreneurs have trouble with this because they've never hired anyone before.

Keep reading to learn how you can grow from a solopreneur to an employer. You may stumble along the way and that's okay because there's a learning curve.

<H2>The Key Steps You Should Follow to Grow from a Solopreneur to an Employer</H2>**Document Your Current Operations**

How do you operate as a solopreneur? What does this look like? Keep in mind that when you bring in a new hire, you'll want things done a certain way. You use technology in a certain way. You communicate with clients in a certain way. You have a certain way of storing your tax returns. You're using a certain version of QuickBooks.

As a solo practitioner, you know everything – but it's in your head! What you need to do is retrieve the information and document it. Why? Because you want your new hires to know and understand your policies and procedures so that they do things they you want them done.

Create Employee Policies and Procedures

As an employer, you need to consider if you will or won't offer paid holidays. If you do, you'll need to determine which holidays you'll pay for. You'll also need to consider your vacation policy and disciplinary policy. If you're a CPA who wants to become an employer, what hours will you require your employees to work during tax season? Will you give half day Fridays? To set up new hires for success, you need to really think about your policies and procedures. Here's an example:

When I hired people, I did it wrong. Even though I had employee contracts, I didn't have all of my policies and procedures in place and things weren't transparent. I wasn't being deceitful, I was a poor communicator. It was a struggle because I didn't have anything in writing. Once I

started to put things in writing, employees came in knowing what I expected from them – they knew what they had to do.

If you have a remote staff, you'll need policies and procedures for them too. You'll want to consider your minimum system requirements and if you'll buy them a computer (recommend for work purposes only) or have them use their personal computer.

Establish Systems and Processes

You'll want to consider the activities (processes) that must be performed in order to accomplish a task. For example, if you sell an eBook online, the first step is marketing. When a customer buys from you, the sale may be processed through PayPal or whatever payment system you use. You'll receive an email about the sale and then the eBook is emailed to your customer. You or a staff member will transfer the money from the sale into your business checking account. All of these steps are the process. When you add them together, you have an "online eBook sales system."

Decide How You'll Hire Employees

How will you find employees? You may want to ask for recommendations or referrals from your business colleagues or even family and friends. You may also want to pay attention in every moment you're awake. For example, if you go to a restaurant, observe the servers who go out their way to give you great service, even though they're making minimum wage.

When you attend conferences, listen to people's stories. You may discover someone who's working in a job that doesn't suit them anymore; you see they're a hard worker and passionate. Perhaps they'd fit into your business's culture. If you already have staff, ask them for referrals because they may know people who'd be a great fit.

Determine Who You'll Hire and Outsource

Take a moment to analyze your work flow. Consider what you need to do but don't have time to do or don't want to do. What are your major pain points? For example, you may not want to handle payroll services anymore. Your first hire would be someone to do this. If you don't want to spend time digital marketing, hire someone for this too.

Keep in mind that you'll want to consider the minimum requirements a "new hire" should have. For example, if you hire a bookkeeper, you may require them to have a two-year or four-year accounting degree and be certified in QuickBooks. If they don't meet the minimum requirements, you may give them time to get the training they need, from a degree to certification.

Consider Your Organization Status

Growing from a solopreneur to an employer may result in a change in your organization status. However, the one you file for will depend on your business. For example, if you're a solo practitioner with significant profit, there's no reason why you shouldn't elect to be an S-Corp. You'd pay yourself on payroll instead of paying a high self-employment tax. But if you're a Single-Member LLC, you may not be able to do certain things. You won't be able to take payroll – you have to draw money. If you want to get a loan for a car or house, a lender won't be thrilled to see your Schedule-C.

Many factors, from cash flow to the number of employees you'll hire, should be considered with regards to what type of entity you file for.

Think About the Software You May Need

When you become an employer, you may need to upgrade or implement new software. If you're not already using QuickBooks or if you're only using QuickBooks Desktop, you may want to invest in QuickBooks Online.

You may want to use TSheets for time tracking, scheduling and reporting. The Sky Office is a great CRM (customer relationship management) program. FaceTime and Skype are great for communicating with clients and remote staff. Skyline Cloud Services can host your data. You could use Password Keeper to keep track of your passwords. Want to fax documents? Consider using MyFax.

As an employer, you want to strive for efficiency – any software you can access remotely is a great option. When you travel, you can bring your laptop and work without using your desktop.

Keep in mind that “key steps” to becoming an employer are a part of the administrative work that must be done to ensure you have a smooth transition from a solo practitioner to an employer. If you don't plan and prepare, it can really mess with your practice.

<H2>You May Face Obstacles on Your Path to Becoming an Employer</H2>

To grow from a solopreneur to an employer, you must plan and invest a lot of time. You will invest money – whenever you own a business, there are always costs associated with it. For example, you'll need to invest in a payroll service to process your business's payroll. It's not going to be free, even if you're an accountant.

If you're a solopreneur moving to employer status, you'll want to find a CPA who understands the implications of your past entity, for example, tax penalties. And when you go from a solo practitioner to an employer, you'll need to pay your payroll taxes on time.

Another obstacle is staying compliant. You must follow the Department of Labor rules and the laws and regulations in your state and the states you do business in. You must also meet minimum wage requirements.

You can either do the research or find a really good accountant and attorney who can help you avoid any obstacles you may face.

<H2>From Solopreneur to Employer: You Need to Shift Your Mindset</H2>

Growing from a solopreneur to an employer means you're making an investment in your company by bringing on new team members – you're making an investment in your staff. Don't get hung up on the costs associated with becoming an employer. Why? Because the money you spend to pay your employees means you'll get more time – you can take a vacation or take a day off. How can you afford not to do this?

Consider what you want to get out of your business. Would you like to sell it in 10 years? Having policies and procedures and systems and processes in place will help with the resale value. Why? Because you'll be able to prove efficiencies and how they translate into profits – this can attract buyers.

<H2>Are You Ready to Move from Solopreneur to Employer?</H2>

Imagine that it's one year from now. You recognized the risk of becoming an employer and evaluated the reasons for not hiring a staff; you even created a pros and cons list. You acknowledged that you'd have a better work/life balance by becoming an employer. You took the risk!

Not only do you have more time to “work on” your business, but you have more time to spend with your family and doing something you love, like volunteering once a month.

All of this happened because you took the plunge and became an employer. You also wanted to build an empire and perhaps leave a legacy for your family that will continue for generations to come.

Seem impossible? It's not.

You have the steps – now all you need to do is follow them.

Your new life of possibility awaits you.

Notes | Resources

Potential Headlines | Sub Headlines Emotional Value Score

Are You Ready to Move from Solopreneur to Employer? [66.67%]
 How Mentally Prepared Are you to become an Employer [55.56%]
 Obstacles May Seem Closer Than They Really Are [50%]
 From Solopreneur to Employer: You Need to Shift Your Mindset [40%]
 You May Face Obstacles on Your Path to Becoming an Employer [36.36%]
 What You Need to Know about Growing from a Solopreneur to Employer [36.36%]
 The Key Steps You Should Follow to Grow from a Solopreneur to an Employer [35.71%]
 Key Steps on How to Grow from a Solopreneur to an Employer [33.33%]
 Do You Wonder How to Grow from a Solopreneur to an Employer? [33.33%]
 Do You Know How to Grow from a Solopreneur to an Employer? [33.33%]
 When You Grow from a Solopreneur to an Employer, You May Face Obstacles [30.77%]
 Key Steps to Growing from a Solopreneur to an Employer [30%]
 How to Grow from Solopreneur to Employer [28.57%]
 From Solopreneur to Employer A Shift in Mindset is Needed [20%]

Meta Samples – Research

Don't be that literally almost blogger. Here's a list of 50 words that you can shave out to instantly tighten up your blogging and make every word count. (That piece has been shared over 1,500 times on Stumbleupon alone!)

SAMPLE: Staging Your Content will make Human readers want to click and learn more about you. See how to implement this TODAY!

Facebook Shares / Buzzfeed Research – Popular Phrases

characters are you, x things only, before you die, is this the, you probably didn't, are the most, in your life, x things that