Private Practice Startup Timeline & Anxiety-Calming Checklist

Starting your own psychology practice is a courageous move. This document offers a calming step-by-step timeline and practices to manage anxiety as you build your business.

1. Ground Yourself in Purpose

- • Clarify why you're starting your practice (e.g., autonomy, impact, balance).
- • Write a vision statement for your ideal day in practice.
- • Visualize successful client sessions.

2. Break the Process Into Steps (Over 12 Weeks)

- • Weeks 1–2: Legal structure, NPI, malpractice insurance.
- • Weeks 3–4: Choose office setup (virtual or physical), set up EHR.
- • Weeks 5–6: Create branding, website, and directory profiles.
- • Weeks 7–8: Define your niche and referral sources.
- • Weeks 9–10: Create intake forms, informed consent, scheduling system.
- • Weeks 11–12: Soft launch, network outreach, begin seeing clients.

3. Nervous System Regulation (Ongoing)

- • Use box breathing or 4-7-8 breath daily.
- • Take mindful walks or stretch breaks.
- • Do a 5-4-3-2-1 sensory grounding practice.
- • Prioritize sleep hygiene.

4. Build a Support Network

- • Join a peer consultation group.
- • Meet monthly with a coach or therapist.
- • Hire admin/tech help for tasks that drain you.

5. Reframe Your Thinking

- • Practice self-talk: 'This is new, not wrong.'
- • Celebrate small wins weekly.
- • Allow space to make mistakes and grow.

6. Reflect Weekly

- • What went well this week?
- • What felt hard or draining?
- • What progress can I celebrate today?