

Starting A Business Checklist

1. Begin with the end in mind: Develop a vision
2. Clarify personal considerations
 - a. Why are you doing this?
 - b. Work-Life balance
 - c. Personal goals
 - d. Exit strategies
3. Clarify organizational considerations (A basic business plan)
 - a. Vision
 - b. Mission
 - c. Values
 - d. Products and Services
 - e. Marketing and Sales
 - f. Organizational Structure
4. Develop your team:
 - a. Legal
 - b. Business Coach, mentor, etc.
 - c. Financial (Financing, tax, bookkeeping)
 - d. Industry advisors
 - e. Use available resources for information and help (BEC, etc.)
5. Explore and determine financing
 - a. Startup Capital
 - b. Operating Capital
 - c. Sources and Types
6. Form legal entity
7. Obtain licenses, registrations & insurance
8. Plan, in detail!
 - a. Detailed business plan.
 - b. Annual operating and action plan.
9. Launch (Live it and love it!)
10. Revisit and revise your plan periodically (at least annually) and as needed!

