# HOME BUSINESS START-UP CHECKLIST

## Business

- ☐ Who is your target market?

- ☐ What products or services will you be offering?

- ☐ Who is your main competition?

- ☐ What is your value proposition?

- ☐ How will you deliver your products or services?

- ☐ What will you name your business?

## Administration

- ☐ Where will you work? Determine where your office space will be.

- ☐ Purchase or set up your office equipment and supplies (eg, desk and good chair, computer, printer, phone line, software, basic supplies, etc.)

- ☐ Set up a separate business address for correspondence.

- ☐ Set up a separate business email address.

- ☐ What kind of legal entity will you create? Complete the legal requirements and registration. Identify a lawyer or accountant to help you.

- ☐ Obtain an Employee Identification Number (EIN). If you are a sole proprietor, this may be your social security number.

- ☐ Register your name and buy the matching domain name.

- ☐ Purchase web hosting, if you are going to have a website.

- ☐ Order business cards.

# Home Business Start-Up Checklist (continued)

### Finances

☐ Set up a separate banking account for your business. Obtain a separate business credit card.

☐ Determine how you will pay and get paid. Set up the systems you will use (eg, Paypal and/or credit cards).

☐ Set up a system for tracking your finances.

☐ Prepare an initial budget and financial forecast.

☐ Set your initial business and financial goals.

### Support

☐ Identify relevant industry websites and forums. Start networking.

☐ Identify and join a mastermind group.

☐ Decide which training you will use, if needed. Get started.

☐ Find people who can perform the tasks you will not be doing yourself. (e.g., website design and development, accounting).

### Promotion

☐ Create your marketing plan and calendar.

☐ Create an action plan with deadlines.

**Take a deep breath and get started!!**

**Come and get resources, support and action moving forward in your home business at http://boahbtips.com/member**