

About You Worksheet

1. Why do you want to be self-employed?

2. How did you come up with your business idea?

3. What previous experience or training has prepared you for this particular business idea?

- Was the experience or training doing the same thing, or was it similar? If similar, how is it relevant?
- How independent were you when accomplishing the tasks of the job?
- Do you have other experience that will contribute to your business success, such as:
 - Bookkeeping
 - Ordering supplies
 - Customer contact
 - Other skills needed to run your business

4. Do you need any formal training to operate or succeed in your business?

These could include a professional license, certification, or degree.

Yes No *(if No skip to question 5)*

If Yes, what credentials or training are needed?

- Do you have these credentials?
 - Are they current? If not, how do you renew them?
 - If you don't have the credentials you need, what are your plans to get them? When do you think you will have them?
- If you need an educational degree, how can business management be included in the degree?
- Does your proposed business require an apprenticeship?

5. Will you need any kind of training to own and operate your business?

Yes No *(if No skip to question 6)*

If Yes, what kind of training will you need?

- What are your plans for getting that training?
- Where and when is the training program?
- What is the cost?
- Can the training be on-the-job?

6. Who will set up and maintain your business' bookkeeping system?

- What bookkeeping system will you use?
- What are the credentials and experience of the individual who will set up and maintain the system?
- How will you keep your personal and business expenses separate?

7. What percentage of your time do you plan to spend on the following activities?

- % Working with potential customers
- % Serving current customers
- % Manufacturing products
- % Supervising employees
- % Maintaining financial records
- % Purchasing supplies
- % Planning and managing the business
- % Marketing and promotional activities
- % Traveling for routine business tasks
- % Other

Total (add percentages from fillable boxes)

Check with another small business owner to see if your estimates are realistic and similar to theirs.

8. What issues related to your disability might need to be considered for running your business?

Check needed accommodations:

Flexible work hours

Limited number of hours working per day

Lifting restrictions

Limited pressure or stress

Limited walking, standing, stooping, reaching

Needs for specially-designed or assistive equipment or accessories

Personal assistance with some operations in your business

Other, please specify:

Describe how you might arrange business operations to accommodate your disability. Think about your business location, office equipment, office set-up, or methods of communication with customers.

- What accommodations will you need to make?

9. What will happen to your business if you cannot continue to work?

- When planning a business, it is a good idea to have a shutdown plan. This should include things like closing accounts, selling inventory, notifying creditors, and filing final tax returns.

10. Have you ever owned a business before?

Yes No

If Yes, describe your past business(es).

- What product or service did the business provide?
 - How does the product or service of the previous business relate to your proposed business?
- How long was the business open?
- Why did you close the business?
- In what ways was the business successful?
- What will you do the same or different in your proposed business?