

# 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?