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**Business Success Checklist. Where is YOUR Business?**

**By Maria Marsala, Business Growth Specialist**

**Business Success Checklist. Where is YOUR Business? by Maria Marsala, Business Growth Specialist**

Business Success Checklist

How do you start to plan your business? What is required? What should you research? Where do you start? Use the checklist below to guide you as you build a strong, solid business foundation.

Check your Personal Foundation. Make sure you are ready mentally, emotionally and financially to begin your new venture.

- Make the time.
- Budget your income.
- Create balance in your life.
- Know your strengths, weaknesses, top 5 values and needs.
- Order a copy of your credit report.
- Choose your ideal business.

Get organized. Any new business venture will go more smoothly if you know right from the start what you have to offer, who you want to offer it to, and how you want your business to be organized.

- Read a few books on business start-ups and marketing <http://www.coachmaria.com/books/business3.html> .
- Check the need for your services.
- Prepare a business plan and ideal client profile.
- Price your service or product.
- Develop a customer service policy.

## Business Success Checklist. Where is YOUR Business?

- Create an Operations Manual.
- Plan for your office – location, supplies, utilities, and set-up fees.

Develop a strong network and referral base. From support to legal advice, starting your own business is never something you do all by yourself.

- Look for assistance: employee, independent contractor.
- Legal: licensing, business type, contracts, trademarks, copyrights, patent, service marks.
- Build support: family, friends, business coach, consultant,

advisors, business and social networking.

- Insurance: health, home, car, income, liability, risk, disability, loss of pay.
- Money: taxes, accounting, banking, billing, cash flow, loans.
- Marketing: copywriter, proofreaders, website designer, graphic designer, an assistant, Toastmasters, etc.

Create a Marketing Plan. A new business often doesn't have a huge budget for marketing and a plan you help you save money.

- Design your marketing plan with your integrity in mind.
- Develop print media (business cards, stationary, forms, advertisements, newsletter, etc.).
- Decide if online marketing will be part of your plan (website, newsletter, ad's, etc.).
- Practice describing the benefits of what you do in 30 seconds and 2 minutes (called verbal logo, USP, elevator speech).
- Re-evaluate your plan every 3 months.

## **Why Wedding Checklist Is Important?**

**By Mary Williams**

Is a wedding checklist important? Why do you need it? Do you think everything you have on your mind will be ready on your big day? Don't you think of the opportunities of missing something? If you don't have a wedding checklist you're asking for trouble. No matter how good your memory is you'd be very unwise to rely on it for every little detail you have to remember concerning your wedding.

In such an important day for you, it would be a crying shame if it was spoiled simply because you failed to plan properly in the first place – and a properly constructed checklist is the very best way you can

ensure that all of your wedding plans come to fruition.

Creating a wedding checklist tailored to your specific needs and desires will certainly help to relieve the inevitable stress, particularly as the special day gets closer. Having a well thought out wedding checklist will ensure that you don't forget anything and will enable you to relax, safe in this knowledge, and enjoy the day itself.

Here are some of the things you should put on your checklist are setting the wedding date and time, reserving the date with a florist, photographer and DJ; reserving the church and reception location. These are the first things that should be done in the planning stages six to twelve months before the wedding day itself.

Other important things for your checklist include planning a budget, choosing the wedding party and ordering the invitations. You also need to make arrangements for a wedding dress, hairdressing and makeup. Not forgetting that you also need to arrange for co-coordinated clothing for your wedding attendants and, of course, you need to arrange the all-important wedding rings with a jeweler.

It is necessary that all of the above major things should be arranged as early as possible so that you have plenty of time for the small details later.

Reminders are helpful. Don't forget to ensure that you put reminders on your list for closer to the date. Reminders for ordering your wedding flowers, the wedding cake, addressing and sending invitations, a final fitting for the wedding dress and groom's outfit and placing a wedding announcement in the local press etc.

About a month to six weeks before your big day you should go over your wedding checklist to make absolutely sure you haven't forgotten anything. There are, of course, many more things than those listed above that you will need to put on your specific wedding planning checklist that are personal to your wedding, but the above will give you an idea of the things you need to include.

Being well-organized with your checklist will help you having plenty of time to complete each task. With this checklist, your wedding will be as what you have dreamed!

Mary Williams maintains a number of dating websites, including

,

, and

. Please visit her websites

and find more interesting dating articles.



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