

Home Business Checklist

If you are a parent with small children:

- Consider giving your children jobs to do to help with the business

During the summer:

- Send the kids to summer camp
- Arrange for a few hours a day for uninterrupted phone calls
- Set aside time for the kids
- Lighten your workload

If you have someone watching your kids:

- Make sure your kids understand why you can't spend more time with them
- Establish rules regarding when they can and can't disturb you
- Explain what emergencies are (when you should be disturbed)
- Line up several babysitters for emergencies

If you don't have good management skills:

- Obtain the services and/or advice of professionals - most small business failures are due to poor management
- Don't be too reluctant to delegate to others

PARTNERSHIPS:

Before going into business with a partner:

- Be aware that con artists are usually very good at making you feel like you don't need to check them out

Ask for the following from potential partners (don't be shy – if they balk, be suspicious):

- References
- Business licenses and other professional licenses
- Degrees

Have a background check done on potential partners including:

- Business credit check
- Civil filings
- Criminal record
- Get permission (a release) from the person you're looking to check out (if they balk, be suspicious)
- Look for a data search company under " Information services " in the Yellow Pages