



STARTING A BUSINESS CHECKLIST

Your Startup Sidekick



Starting a Business Checklist

A well-structured 'checklist when starting your business' can be an invaluable tool, providing a clear roadmap to navigate the complex landscape of entrepreneurship.

The importance of a business startup checklist cannot be overstated. It promotes a streamlined and manageable approach to launching your business, saving you valuable time and resources.

Moreover, it helps you anticipate potential challenges and devise effective strategies and solutions. Starting a business is not just about having a great idea; it's about taking the right steps to bring it to life.

While we have attempted to make this list as complete as possible, this checklist can't cover all issues and situations since businesses are diverse.

Reference: [How to Start a Business](#)

Let's get started with the checklist.

Planning and Preparing for Starting a Business

- Are you ready to start a business? [The Traits Required for a Successful Entrepreneur: A Self-Assessment.](#)
- [Select a legal structure for your business](#) –
- Research your industry, competitors, market, etc.
- Write a business plan – [Select the type of business plan](#) that meets your audience's requirements.
- Video: "[10 Tips for Launching a Thriving Business](#)"

Company Formation

- [Choose a business name](#)
- Choose a state to form your business
- Make sure no other business has your business name
- Register your business
- Establish a company address
- Hire a registered agent for your business, if necessary
- Apply for a Federal Identification Number (EIN)
- Apply for a state Tax ID Number

- Get social media accounts
- Get a website Domain Name and Email address
- Get all required business licenses and permits
- Hire an attorney to create a Partnership Agreement, an Operating Agreement, or Articles of Incorporation and Corporate Bylaws, if necessary.

Banking / Accounting

- Open a business checking account
- Get a business credit card, if necessary
- Get a business loan or other funding, if necessary
- Set up a sound accounting system
- Get an accountant or bookkeeper, if necessary
- Set up a financial dashboard

Operations

- [Select a location for your business](#)
- Purchase or lease equipment

- Identify and work with the best vendors, suppliers, and distributors
- Get business insurance if needed
- Get the right business software for your business
- File for trademarks and patents

Employees / Independent Contractors

- [Hire good employees](#)
- Document company employment policies
- Hire a payroll service
- Identify your freelance and independent contractor needs

Marketing

- Create a branded email signature
- Design a business logo
- Build a company website
- Create a Google My Business Profile
- Use Google Analytics and Google Search Console on your website

□ Decide how to advertise – social media, Google Ads, locally

The steps described cover many fundamental issues you must know when starting a business.