

YOUR BUSINESS ACTION PLAN

Remember to be realistic, and try to be specific!

Action	Start	Complete
Set aside some time to work on business idea/plan: - -		
Carry out market research: (Visit competitor, develop telephone questionnaire, etc.) - - - -		
Research ways to promote the business: (Identify places to advertise, cost, promotion material) - - - -		
Research costs involved in setting up & running business: (Contact supplier, look on internet, speak to trade org.) - - - -		
Research legal requirements: (Insurance, health & safety, Environment Health, Plannin etc.) - -		

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