

-Basic Business Plan-

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Business Name:

Date:

Start by asking yourself some core questions.

1. What would be your ultimate work life look like?

(This is your vision, what do you want to be doing. What would your work week look like?)

2. What core values do you base your business on?

(I.e. Quality, Value, Integrity, Creativity, Building Relationships, Creating Community, Curiosity)



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Goals

From your vision, if you break it down, what goals do you have?

<i>Goals</i>	
1. Example: Support my family	Expand on this- How much income would you like to have coming in?
2. Example: Teach piano lessons	Expand on this- what kind of lessons would you like to give? Who would you like to be teaching?
3.Example: Part-Time teaching	Expand on this: what days do you want to be working? What hours?
4.	



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Service

Thinking about what service you want to offer to your clients. Write out some details. These services need to help fulfil your goals. If they don't then they aren't right for your business.

<i>Service</i>	
1. Example: Individual Piano lessons	Expand on this- How long will they be? Who will you teach? Where will you teach them?
2. Example: Early Learning Piano lessons	Expand on this- what age does this include? Where will you do this? Location?
3.	

Just to clarify, WHO are your customers?



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Action Plan

What do you need to do to make the things in your goals list come to fruition? It is important to break it down into manageable steps and give them each a timeline so you can make sure they happen!

<i>Action</i>	<i>Detail</i>	<i>Timeline</i>
1. Example: Create home studio	Expand on this- where will it be, what do you need, where will things go?	Put a date on each thing to be completed.
2. Example: Reduce student load	Expand on this- how many by? How are you going to tell them?	Set a date for each task.
3.		
4.		

