



Step 1:

Am I ready?



Easy Read



Small Business



Government of **Western Australia**
Department of **Communities**

These resources have been developed with support from the Small Business Development Corporation. This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative.

How to use this document



WA's Individualised Services (WAiS) wrote this information. When you see the words 'we' or 'us', it means WAiS.



We have written this information in an easy to read way.

We use pictures to explain some ideas.



There are words you need to know and understand when you start a business.

Some words are written in **bold**.

We explain what these words mean.

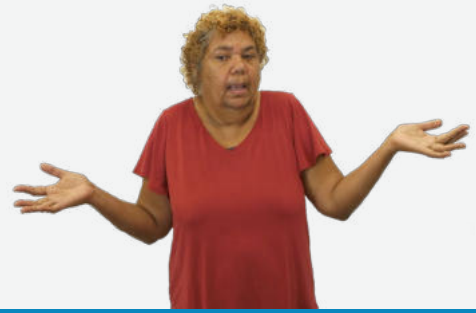
There is a list of these words on page 19.



You can ask for help to read this information.

A friend, family member or support person may be able to help you.

Why do you want to start a business?



Starting a business and making money needs a lot of work and **commitment**.



Many businesses start with a good idea.
This is not enough.



There is a lot to do to be a good business owner.



Before you start doing anything, think about why you want to start a business.

Tick if you agree with any of the reasons below:

☐

I am not happy right now

☐

I am not working and want a job

☐

I want a better life

☐

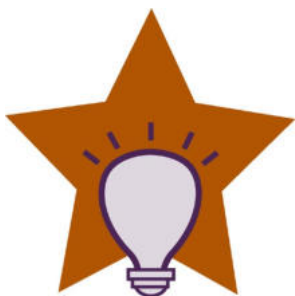
I want to spend more time with my family

☐

I am bored and want a challenge

☐

I want more **flexibility** in my life

☐

I want to try new things

☐

I have **skills** and **experience** and want to use them

☐

I want to help others

☐

I want to make money

☐

Other: _____

What do you want to get from having your own business?



Think about things like money, time, family, work, and other things that are important to you.



Describe the top three things you want to get by having your own business:

1. _____

2. _____

3. _____

Is having a business right for me?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO






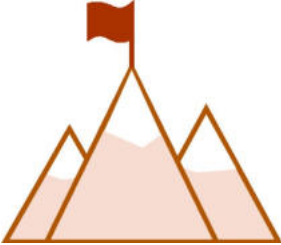
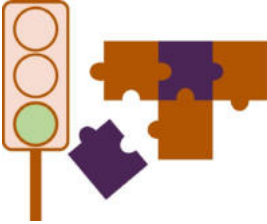

How you answer these questions will give you an idea if you are ready to start your own business.

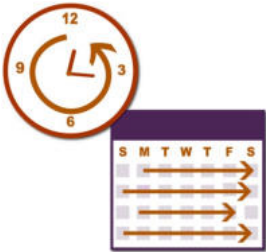



<input type="checkbox"/>	YES
<input checked="" type="checkbox"/>	NO






If you answer 'no' to any of the questions below, then starting a business may not be the best option for you at this time.



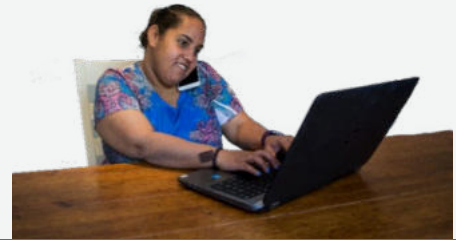
If you answer 'yes' to all the questions below, you may be ready to get started.

	Yes 	No 
<div></div> <div>Do I have the right experience for the business I am thinking about?</div>		
<div></div> <div>Do I like challenges?</div>		
<div></div> <div>Am I able to keep going when things become difficult?</div>		
<div><div><div><input type="checkbox"/> YES</div><div><input type="checkbox"/> NO</div></div></div> <div>Do I like making my own decisions?</div>		

	Yes ✓	No ✗
 <p>Am I ready to work long hours, especially during the early stages of my business?</p>		
 <p>Do I have enough money to live on during the early stages of my business?</p>		
 <p>Will my family and friends understand I might have less time to spend with them when I start my business? Do they support this?</p>		
 <p>Do I want to develop my skills and knowledge to be able to do well with my business?</p>		





		Yes 	No 
	Will I ask for help from professional business advisors ?		
		Am I ready to risk failing and losing the money I have put into the business?	
		Is this the best way for me to earn money?	

How are my business skills?

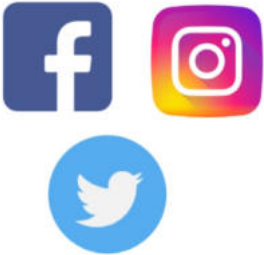





For each area tick the most appropriate answer:

	I need help	I don't need help	I don't know
 <p>Planning</p>			
 <p>Setting goals</p>			
 <p>Managing my time</p>			

	I need help	I don't need help	I don't know
 <p>Marketing</p>			
 <p>Knowledge of the industry</p>			
 <p>Experience in the industry</p>			
 <p>Networking</p>			

	I need help	I don't need help	I don't know
 <p>Motivation</p>			
 <p>Communicating</p>			
 <p>Making decisions</p>			
 <p>Negotiating</p>			

	I need help	I don't need help	I don't know
 <p>Social Media</p>			
 <p>Serving customers</p>			
 <p>Managing money</p>			
 <p>Managing workers</p>			



By thinking about your skills, you can decide what you need help with or need to get better at.

Write the top 3 things you want to get better at:

1. _____

2. _____

3. _____



Learning all the time is important to business success.



There are lots of ways to learn more skills and increase your knowledge.

Where you can get help from



- Small Business Development Corporation (SBDC)



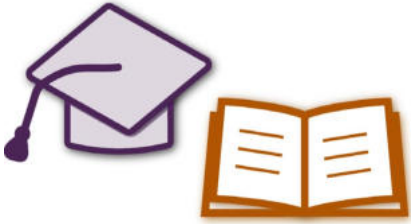
- Business Local (another service of SBDC)



- Australian Taxation Office (ATO)



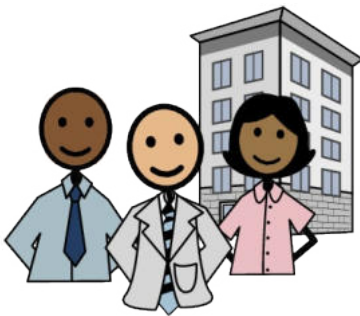
- Chamber of Commerce and Industry



- Universities and TAFEs



- Banks



- **Industry** and business associations



- Internet (webinars, business blogs)



- Department of Mines, Industry Regulation and Safety

Word List



Business advisor

A business advisor is someone who gives you information and advice to help your business become successful.



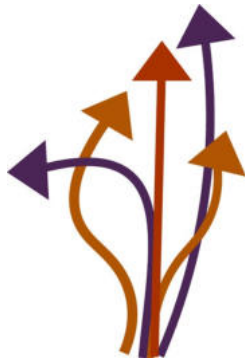
Commitment

A commitment is a decision or promise to do something even when it is difficult.



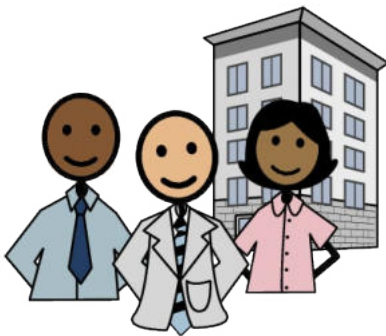
Experience

Experience is what you know or have learned by doing something.



Flexibility

Flexibility is being able to change to work with new situations.



Industry

An industry is the businesses that sell the same type of product or service.



Marketing

Marketing is how you advertise or sell a product or service. It includes research and advertising.



Negotiating

To have a discussion with one or more people to try to agree about something.



Networking

Networking is sharing ideas and information with other people. These other people might have the same interests as you or work in the same industry.



Professional

A professional is someone who has been specially trained or educated.



Skill

A skill is being able to do something well.

Notes

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