

## Checklist for Success

Entrepreneur: \_\_\_\_\_

<u>Date(s) Completed</u>	<u>Skill/Training</u>	<u>Hours Completed</u>
	Bare Necessities of Starting a Business	
	Bootstrapping and Startup Financing Course	
	Build Your Business Image	
	Construction Safety-Setting up your Plan	
	Create Your Own Website in 6 Hours!	
	Customer Service	
	Estimating-The Key to Continued Success	
	Ethics Awareness	
	Financial Literacy	
	Hiring Package, Separation Procedure	
	How to Manage your Project Costs	
	Intellectual Property	
	Introduction to Microsoft Office	
	Introduction to Sustainable /Renewable Construction	
	Keys to Success-How to Successfully Run a Business	
	Learning the PC	
	Maintaining and Upgrading your PC – What’s inside?	
	MWBE Certification	
	Project Management-Considerations for the Successful Project	
	Project Scheduling-Critical to Success	
	Public Speaking	
	QuickBooks	
	Sales Training	
	Should I Incorporate Course	
	Social Media Marketing	
	Syracuse Entrepreneurs’ Bootcamp	
	Time Management Skills	
	What You Must Know About Contracts	
	Writing your Employee Handbook	
	Year End Tax Planning Course	