

- 1. Attend Business 101:** [www.maricopa-sbdc.com/events/](http://www.maricopa-sbdc.com/events/)  
Classes are held weekly at Gateway Community College and Estrella Mountain Community College.  
(Coming soon to Central Arizona College)
  
- 2. Business Planning Process**
  - Develop Your Business Plan  
Watch – Udacity course “How to Build a Startup”:  
[www.udacity.com/course/how-to-build-a-startup--ep245](http://www.udacity.com/course/how-to-build-a-startup--ep245)
  - Create Business Canvas Model  
<http://www.businessmodelgeneration.com/canvas/bmc>
  - Write Your Business Plan  
Read each section of “Write Your Business Plan”:  
[www.sba.gov/starting-business/write-your-business-plan](http://www.sba.gov/starting-business/write-your-business-plan)
  - Build Your Business Plan:  
[www.sba.gov/tools/business-plan/1?interiorpage2015](http://www.sba.gov/tools/business-plan/1?interiorpage2015)
  
- 3. Complete SBA Online Courses**
  - 1. Legal Requirements for Small Business:  
<https://www.sba.gov/tools/sba-learning-center/training/legal-requirements-small-business>
  - 2. Financing Options for Small Business:  
<https://www.sba.gov/tools/sba-learning-center/training/financing-options-small-businesses>
  - 3. How to Write a Business Plan:  
<https://www.sba.gov/tools/sba-learning-center/training/how-write-business-plan>
  - 4. Patents, Trademarks, and Copyrights:  
<https://www.sba.gov/tools/sba-learning-center/training/patents-trademarks-copyrights>
  - 5. Market Research:  
<https://www.sba.gov/tools/sba-learning-center/training/market-research>
  - 6. Competitive Advantage:  
<https://www.sba.gov/tools/sba-learning-center/training/competitive-advantage>
  - 7. Understanding Your Customer:  
<https://www.sba.gov/tools/sba-learning-center/training/understanding-your-customer>
  - 8. Introduction to Pricing:  
<https://www.sba.gov/tools/sba-learning-center/training/introduction-pricing>
  - 9. Marketing 101:  
<https://www.sba.gov/tools/sba-learning-center/training/marketing-101-guide-winning-customers>
  - 10. Sales:  
<https://www.sba.gov/tools/sba-learning-center/training/sales-guide-small-business-owner>
  
- 4. Complete “10 Steps” Registration**
  - <https://www.azcc.gov/Divisions/Corporations/Ten-Steps-to-Starting-a-Business-in-Arizona.pdf>
  - For additional help: <http://www.azcommerce.com/small-business/categories/i-am-ready-to-start-my-business-in-arizona>

- 5. Attend AZ SBA Loan Clinic
  - 9:00 a.m. 1<sup>st</sup> Wednesday of the month at US SBA Office located:

**Arizona District Office**  
 2828 North Central Ave Suite 800  
 Phoenix, AZ 85004  
 Phone: (602)745-7200  
<https://www.sba.gov/offices/district/az/phoenix>

**Once You Have Completed the Task Identified Above, Contact the SBDC to Schedule a Follow up Appointment.**

- 6. Make a List of Additional Questions/Concerns to Discuss with Your Business Analyst During Your Appointment

I.
II.
III.
IV.
V.
VI.
VII.
VIII.
IX.
X.
XI.
XII.
XIII.
XIV.
XV.