



# **The Consultant's Quick Start Guide: An Action Plan for Your First Year in Business**

*Elaine Biech*

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*The Consultant's Quick Start Guide* offers a practical approach to setting up a consulting business.

Throughout the guide, Elaine Biech--author of the best-selling *The Business of Consulting*--shares both her own secrets as well as those of numerous other successful consultants. With a focus on the business side of consulting, Biech takes you through a painless, fill-in-the-blanks, step-by-step process for setting up your consulting firm. New sections include:

- Why A Consulting Career—Five Reasons Why You May Be a Good Investment
- How Much Will Clients Pay?
- Your first "To Do" List
- What to call your business
- Creating and writing Business Plans
- Office Location Options
- Setting up your office, including Furnishing Your Office and planning your Technical Needs
- Electronic Records, including Monthly Expense Records, Revenue Projections, and Invoicing
- Staying Organized, including a Session Planner
- Determining your market niche
- Creating your marketing plan
- Developing your website
- Reviewing your first year with your family
- Electronic resource list, available online
- Skills And Knowledge Required of Consultants

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