

1. Why no longer at the DHD
 - a. Why set up business rather than get another job?
 - b. What is my vision for me?
 - c. Recognize this as an opportunity – things happen for a reason, although it may be hard at the time, doors will open for you that you don't even know exist
 - d. Don't stress over trying to think of what "that job" will be – that is wasted energy – be open and flexible to what "might be"

2. Decision to set up a more formal business
 - a. Meeting with director of Nevada Small Business Development Center at the University of Nevada Reno
 - b. Nevada Center for Entrepreneurship and Technology – connects Nevadans to the resources they need to start and grow a successful business.
www.NCET.org
 - c. SAGE group – need to get more info on why I went there

3. Doing #2 simultaneously as I am figuring out my skills
 - a. What are my marketable skills?
 - b. What do I want to do?
 - c. What could I do? What are my strengths? And what can't I do? What new skills should I develop?
 - d. What and how would I be "selling" or "marketing" myself?
 - e. How can I stand out?
 - f. Reading books on consulting, research about consulting

4. Once I left PH, how was I going to stay involved? How would I keep myself "out there" while not working and getting started?
 - a. Accepting invitations to sit on State Board – GMAC
 - b. Staying on local PH board – Access to Healthcare Network
 - c. Attending charity events/fundraising events (golf tournaments, silent actions) for non-profits organizations
 - d. Attending local Chamber of Commerce events
 - e. Attending local service club meetings – Rotary Club
 - f. Volunteering as chair of the University of Nevada Nursing School Alumni Association
 - g. Volunteering for the Great Basin Public Health Leadership Institute
 - h. Board member of a local foundation with a focus on giving to health and human service organizations

NOTE: I was spending a lot of time with the above activities AND not getting paid

5. Setting up my business – navigating the legal, financial, tax and technological details
 - a. Deciding on business cards – reflection of you, how you want to be represented? It is your branding.
 - b. Putting together my “team” – attorney, bookkeeper, tax accountant
 - i. Do I need to incorporate? What about an LLC?
 - ii. Why do I want a team, why do I need a team?
 - c. Determining what kind of insurance I needed
 - i. Nursing insurance
 - ii. Home based office – change home owners insurance?
 - d. Do I need a business license?
 - i. City
 - ii. State

6. Consultant skills
 - a. Writing proposals – create a template – show sample
 - b. Developing a contract – show sample
 - c. Being clear on what you will do and timelines
 - d. Time keeping/ time accounting
 - e. Billing, how?

BE FLEXIBLE AND OPEN MINDED- BE WILLING TO TRY SOMETHING NEW

LOOK FOR OPPORTUNITIES – ACCREDITATION OF HD'S

I BELIEVE MORE AND MORE ORGANIZATIONS ARE OR WILL BE OUTSOURCING AND YOU COULD BE ONE OF THE SPEICALISTS THAT CAN DO “THE JOB” MORE EFFECTIVELY

USE YOUR NETWORK AND FRIENDS TO HELP YOU DEVELOP NEW SKILLS – ASK FOR HELP!!

7. The importance of networking or how you can acquire a new contract through means that you would least expect

- a. African Project – met my contact at my favorite neighborhood restaurant. He is the companion of my high school PE teacher. Offered me a job building public health infrastructure in Africa.
 - b. Bike Project - referred to this project by my tax accountant. He had a group of investors working on a project with a public health focus and they were writing a grant to NIH and needed a principal investigator.
 - c. Offered a job teaching the summer session of public health clinical rotation at the UNR School of Nursing – I interacted regularly with the director of the school because of my serving as chairwoman of the alumni association
 - d. Geriatric care manager – the wife of the administrator of the Nevada State Health Division owned the company and the administrator and I have known each other and worked together for over 15 years. When he heard I was retiring/leaving the local health department, he recommended that his wife call me. I worked for her for over 1 year.
 - e. Great Basin PH Leadership Institute – because I had been volunteering, when there was an opening, I was offered a job and in fact, still work there.
 - f. A high school friend recently returned to the area to care for her elderly parents. She was recently hired at a Senior Living Retirement Community. She has asked me twice to consult on issues related to medication administration and wellness programming - at the time it was a new facility and they had not yet hired a nursing director.
8. Resources that I found helpful – there are so many resources out there
- a. IRS website – has information on what you need to know to start and operate a business, walks you through setting up taxes for your business, what you need to know about a home-based business, retirement planning and payroll taxes – www.irs.gov/smallbiz
 - b. USA Today has a great website. www.startup.usatoday.com
 - c. Nevada Center for Entrepreneurship and Technology – connects Nevadans to the resources they need to start and grow a successful business. www.NCET.org
 - d.