

HR for the Self Employed

A Conference of Creative Entrepreneurs Workshop by Emira Mears and Lauren Bacon

Exercise 1: Jill Of All Trades

Creating Your Ideal Job Description (and offloading the rest)

List out all of the tasks you are currently responsible for:

For Example:

- *Creating new product ideas*
- *Answering customer service inquiries (email and phone)*
- *Invoicing*
- *Buying office supplies, materials, etc.*
- *Bank deposits*

Ok, your turn:

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Now shorten that list to the tasks you actually want to be doing:

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Exercise 2: Your Benefits Package

Building the Benefits Package You Deserve

Salary:

Current Salary (approx)	2 Year Goal	5 Year Goal

Hours:

Currently Working	Ideally Working
am to pm	am to pm
I work on the following days:	I want to only work on the following days:
M T W Th F S S	M T W Th F S S

Vacation:

Current Vacation	Ideal Vacation
days/weeks per year	days/weeks per year

Benefits:

Do some research and figure out the costs of the following benefits, then decide what kind of a package you can afford. Remember, you may be ok with lowering your salary if you're benefits package sweetens the deal.

Benefit	Basic Cost	Deluxe Cost
Health Insurance	\$ /month	\$ /month
Dental Insurance	\$ /month	\$ /month
Disability Insurance	\$ /month	\$ /month
401K Contributions	\$ /month	\$ /month
Other?	\$ /month	\$ /month
Total	\$ /month	\$ /month

Now, what's standing in your way of making the above happen?