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The opinions expressed by the participants of the entrepreneurs are their own. A business plan is a written description of the future of your business, a document that states what you plan to do and how you plan to do it. If you're going to have a paragraph on the back of an envelope describing your business strategy, you've written a plan, or at least the germ of one of them. Business plans are inherently strategic. You start here today, with certain resources and abilities. And you want to get there, point in the future (usually three to five years), at which time your business will have a different set of resources and abilities, as well as greater profitability and increased assets. Your plan shows how you get from here to there. Related: 7 steps to a perfectly written business plan You can visit our small business encyclopedia to learn more about business plans or our FormNet area to get the necessary forms to get started. Before writing a plan in addition to your Business Plan Tools Business Planning Videos Video: What investors really think about your business plan. In our Entrepreneur Roundtable, financial pros offer tough conversations about first-time business plans: Related: What Do Investors Really Think About Your Business Plan Video: How Can I Hire Someone to Help Write My Business Plan? In the video below, Tim Berry, founder and president of Palo Alto Software Inc., responds to a reader seeking advice to find an inexpensive writer to help with a business plan: Related: 25 Business Plan Tips from Microsoft Office Template Professionals are a powerful way to save a lot of time while creating common document forms, as they allow you to start working on a document without starting from scratch. Whether it's a report template in Word, a budget template in Excel, or a PowerPoint presentation template, there are all sorts of templates available for free download. However, chances are you have a document or two that you edit all the time for which there is no template on the web. For these files, you should try to create an Office template - it's easy! First, create a document, spreadsheet, or presentation that you want to use as a template. What you create here will be the file that you start with in the future, so make sure you put all the necessary information and formatting before you save it. Once it's ready, you'll want to save the file to save how, but the trick is to keep it as a template file, not the usual one. For Word, it's a .dotx (Word Template) extension instead of the usual .docx (Word File) file. Look for this option in Save as a type: a field under the file name box while saving the file. Saving as a template means that when you double-click on a file, it opens in Word/Excel/PowerPoint as usual, but opens as Document1 instead of a root file. Such When you choose Save for the first time, it encourages you to keep it with a new name. This allows you to start with a basic template and create a few more same document quickly, and ensuring that you don't accidentally rewrite the template with a quick tap of CTRL S. Need an idea to get started? Check out how to create an amazing resume template in Word. Do you use Office templates? Let us know your best ones down in the comments! Image Credit: ImYanis via Shutterstock.com new computer? 15 Must have Windows apps that you have to install first got a new computer or just reinstalled Windows? These important apps should have software for Windows 10, no matter what! About author Ben Stegner (1562 Articles Published) More from Ben Stegner Imagine Yourself at a Great Conference. You are just one of the herds, rubbing your elbows and collecting cards with warm handshakes. It is then that someone hands you a business card that forces you to give up a few seconds to take in cards and a person. Maybe your attention stays riveted and you later tell someone at work about a map that stood out in the crowd. The mission has been achieved. The business card did its simple job. One old-fashioned business card can get a person through the door of a meeting. Now, there are many internet companies that make cool business cards. Maybe it's not for you just yet because you're a solopreneur who is just starting out in a coffee shop. Don't let this stop you. Try aggressively using business cards. Free business card templates for business around and in abundance. They can carry you just as well through the door if you follow the maxims of good business card design. Let's look at a few professions and see how creative designers give us a lot of great templates to download and use, even if we don't have a lot of money. The humble business card template is the hero of this story. Business cards for business card developers can be a job search tool. In software development, coding and design are often siblings and as a programmer you can highlight your creative side with beautifully made maps. Each developer is different - from the front to the back. Look for a template that will help you put your special skills (front or back). Don't crowd too much. Saqib Ahmad's free business card design for web designers and programmers on Behance.net should trigger an idea: DeviantArt has this neat horizontal two-way template that sends a message I know my work. If you want to go whole hog after dream work, take a look at this DIY tutorial on Instructables. If you have the skills to support it, I'm sure you'll be welcome in any company. Business cards for graphic designers you can expect to find the best variety of business card designs for this industry. After all, it is a tribe that loads a large material on this list. If you're a graphic designer yourself, you don't need a template. Go ahead and develop one of your own that is unique to the work you do. But if you're still unsure of your skills, then the templates will at least be inspiring. One of my favorite sources for free design of any kind Deviant art. It is filled with hidden (free) treasures. Just note that there are business card designs and then there are business card templates. This two-way vector design template from Vecree is simple and colorful. For those who prefer a bit of grunge, this nice and clean template of Robbe's business card designs is available as a download. Graphic designers are in every corner and crack and so are some of their best creations. Try this vertical business card layout from All Free Download. I like the letterpress minimalism of this burnt design from a graphic burger. And the attractive simplicity of the Project Suzon Abdullah on the Behance.net. Then, this drawn version of the cartoon business card isn't bad either. Business cards for the IT network specialist business cards for IT network professionals sounds out of place. Aren't those guys invisible in the background? Maybe, but a simple 3.5 x 2 card can just as easily be turned into a resume to troubleshoot jobs in the future. This free and vertical map design is just a thing to spark a recall. Business cards for bloggers and writers The usual image blogger is someone who works alone. The best bloggers and independent writers in business are not. They attend meetings, industry events, hold face-to-face meetings with sponsors and sponsors. For a tech blogger, major industry trade shows like CES are huge opportunities to interact with a who's who in the consumer electronics industry. Even if you are a budget conscious blogger, carry a stack of business cards and hand them out on your network. The commemorative card will remain in the top drawer. For example, I liked to use humor in Milena Savic's design, but unfortunately there is no free template. Now, I look at this business card inspired by the CD. In case you don't know, zr codes can be put on a lot of creative applications and they are easy to create. If you don't find a good design right away, you can repurpose any other business card design for your blogging business. I fell in love with that business card. There's no effort to download here, but Chris Spooner's tutorial is easy to follow. Looking for something sober? How about this sleek black and white but minimal template of Broken URL removed for copywriters? Social media strategists need to lead teams and connections with other campaign managers and PR agencies among many stakeholders. When it's face-to-face marketing and advertising skills rolled into one, social media strategists need well-designed business cards. Just like their online equivalents, a business card should also promote their handles because most people will meet a person through their social accounts rather than a website. Adding easily scanned social media pens for a business card is an important step. For example, this person is a rich business card yar El-Sueidi on the Behance.net. This is example, but you can find social patterns of business card cards This social floppixel business card comes in six different colors and the template includes fully edited layers. If you want to stick to black, this simple calling card of the same artist for any kind of profession should keep your social media handles just as good. Business cards for photography photographers is a serious business because this expensive equipment does not pay off. The hard truth of photography is that you have to tramp on the streets until you make your reputation. In any case, you need a business card to declare yourself to the world. The good news is that photos of business card ideas and templates are readily available. And the variety covers many different types of photography business - from wedding photography to sports photography. This simple PSD template from menglong is placed on the DeviantArt.com not too flashy. Here's another ready-to-print free template that you can customize and download. It looks like perfect for a glamour or portrait photographer, but you can easily customize the layers of Photoshop into your own genre. Template.net has listed a number of stylish patterns of business card photos that are not free but economical enough for a serious shutterbug. Business cards for musicians Photographers have their muse and musicians have their own instruments. But the goal for both is the same - for getting someone to call you at work. A freelance musician must be multi-qualified to make a track and then live. Balancing all your skills on a small business card is tough, so the trick is to demonstrate your main point. Maybe you're more of a music producer and less of an instrument arranger. Maybe you're just a guitarist who sings at weddings. Choose your main skill and go hunting for a map. Behance.net hosts a lot of good designs, and this free template is the main pick. I loved the retro artistry of this card that is suitable for DJs or anyone in the music industry. Or it's the all-black Broken Link Removed card that boldly announces the musician. Business cards for personal health and fitness trainers is big business. You could be an aerobics instructor or wannabe yoga guru, spreading the word crucial for bringing business into your gym. Word of mouth can ride on the tail after that. A business card is one of the cheapest ways to turn a prospect into a customer that gives you a worthwhile business life. This free business card template can be adapted to any type of health business. If you're looking for something to be an amateur, try this template designed by Borca Markoski, which is available as a free PSD template. In addition, this colorful version is a template suitable for all healthcare businesses. This beautifully designed template of business cards for yoga professionals in Pink. But my own voice goes to the vertical alignment of Ivan Rosenberg freebie. You can create minimalist business cards and creatively use them for different types of customers. For example, if a personal Offering meditation classes, high school adult, or outdoor adventure activities, he or she can make additional cards that target their clients. And if this detailed article on PT Direct.com true, you can get a lot done for your business in 45 seconds flat! Business cards for travel agents are like shreds. Here today, and somewhere else tomorrow. Experience is the best choice they will remember you; Business card is stored in their rolodex almost guarantee they will call you. This business card on the tourist and theme is available in vertical and horizontal designs. Here's a template of the world map's business card with rounded corners that sticks to the theme. The travel-related business map doesn't always have to include a panoramic image. Try this flat transparent plastic card template that carries the CD code. Printing on plastic may cost you, but the CD code can be a powerful shortcut for travel brochures posted online. Business cards for teachers It's not all technology and it's not all business. The noble profession also needs a fair share of business cards. The teaching profession is shrinking the wide streak - you could be a substitute teacher or a golf coach - but you have to remind people that you're a teacher-friendly. This teacher's business card template is only for personal use, but is a clear example of how everything is said in a simple map. FreshBusinessCards.com has another simple one-way template that you can customize. The well-known web TeachersPayTeachers.com has several free educational business card templates that you would like to try. Nothing out of the ordinary though. Hunt for your own template business card templates business card templates are designed to be budget conscious. I wouldn't recommend it to anyone who has a spare change and is desperate to create a great impression. As I learned, free templates are few and far between, and these are some of the resources where you can try your luck: Behance DeviantArt Best Business Card Graphic Burger PSD Folder Pixeden Tip: Do Google Search for Free Business Card Template Packages. Some design sites regularly provide these downloads. Deep Pinterest search is also a more visual way of finding good map layouts. As you will find, free choice is limited in numbers and styles. Then, you have to step up - Angela you have you covered six places where you can design and print business cards cheaply. If you want to walk the distance, take these stunning examples of map design and see what's possible. They can burn your pocket, but they can help you do some horse racing in your profession. Are business cards dead and gone? I think they breathe just fine. The most beautiful examples of business cards prove that that thoughtful design can cut through any mess. Virtual maps simply can not convey the feeling of paper and genius of a creative designer. Think back to the time when you were looking at a book just because it has a fantastic cover. A business card can be You're just like that. Does a modest business card matter in your profession? Have you done your best to make one that attracts attention for a second more? What is the best example of business card you have come across? Image Credit: Cartoon Resources via Shutterstock Microsoft Pre-Empts Amazon Prime Day 2020 With Early Sale Looking for An Electronics Deal? 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