

END OF THE YEAR CHECKLIST

- Relax a little! (70% of small business owners don't view the holidays as vacation from work).
- Reach out to your customers & offer them gratitude for their business, loyalty, and support.
- Review business and marketing plans for the current year & see if you met all the goals. (Remember, no one is perfect!)
- Set Goals for the year 2020 in regards to hiring, sales quotas, expanding offerings, or anything you wish to achieve (large or small).
- Create an action plan for your goals.
- Create a timeline for your goals.
- Finish End-of-The-Year Reviews with employees, acknowledging their accomplishments and setting goals for them to reach in the new year.
- Think of ways to boost your business (recruit top talent, invest in team through retraining, etc.)
- Update payroll records before tax season. (This includes checking employment tax rates, verifying wages, benefits, deductions, etc.)
- Gather financial statements for the accounting books to tidy up.
- Check inventory.
- Reconcile bank accounts.
- Check budget margins. Where did you over spend? Can you spend more?
- Identify your business strengths, weaknesses, opportunities, and threats.
- Get excited. Good things are happening.