

6 ESSENTIAL BUSINESS TASKS TO CHECK OFF IN Q1

Your guide to kicking off 2021 in your most organised way!

GOAL SET FOR EACH QUARTER

Outline your business's core goals for each quarter. Ensure employees are aware of the relevant business goals and prioritise tasks to achieving these goals.

ANNOUNCE YOUR RETURN

Ensure your clients are aware of your re-opening dates. Then, reconfirm your client agreements and ensure all clients are aware of your agreement expectations.

ENSURE ALL ACCOUNTS ARE UP TO DATE

Check-in with your accountant or bookkeeper to ensure all of your accounts are up to date and outstanding bills are paid. Ensure overdue invoices are paid. Cancel any subscriptions you no longer utilise.

CHECK YOUR BRANDING IS CONSISTENT

Review your marketing collateral and online accounts (social, marketplaces, website etc.) to ensure your branding is consistent across all platforms. Check logos for quality (fix any blurry logos) and check all links across your platforms are working.

CONNECT WITH OTHER BUSINESS OWNERS

Schedule time to connect with like-minded business owners and continue relationship building - even if it's a virtual coffee! Extend yourself to those with new or different skills you can even learn from.

REVIEW YOUR WEBSITE

Proofread your website and review your content to ensure your service offerings, personnel and values remain relevant. Update content where necessary.