

THE ULTIMATE OPERATION CHECKLIST

For small businesses


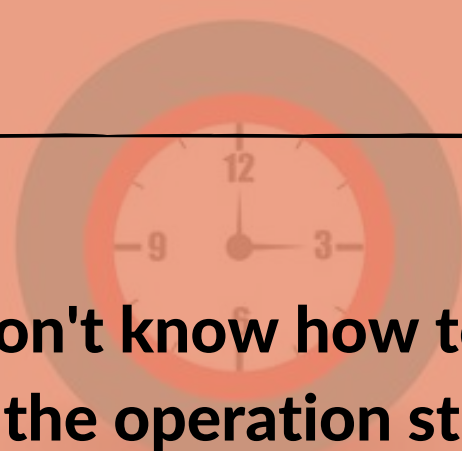



IT'S HIGH TIME TO MANAGE BUSINESS!

Don't know how to plan for
the operation strategy?
Here are tips on how or
where to begin?



IT'S HIGH TIME TO MANAGE YOUR BUSINESS !



**Don't know how to plan for
the operation strategy?
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Where to begin?**

1.MAINTAIN COMPANY FINANCIAL RECORDS

Financial & Accounting functions

- Handling taxes,payroll,bank statements as well as invoice,contracts & payments
- Travel Expenses

Generating a financial reports

- such as loan statements,revenue or sales forecasting.office & mfg space expenses,equipment purchase or leases



2.UPDATE HUMAN RESOURCE RECORDS

Human Resource Records

- Records include applications and resumes & job descriptions

HR Related Functions

- Health insurance,retirement benefits & unemployment insurance

Regulations on your payroll

- Allow absences,sick leave,vacation time & other time -off policies should be established in writing & made available to each employee



3.SET BUDGET FOR MARKETING & PROMOTION

Promoting business with low cost budget

- Such as social media ads,SEO keywords, email campaigns & internet marketing

Establishing a budget

- With record keeping for marketing & promotional expenses helps to ensure that those money are spent efficiently



4. INSTITUTE COMPUTER & IT POLICIES

Keep Records

- Of hardware & software use,as well as established schedules for maintenance,repairs,upgrades & replacement

Security

- Your company should have clear,written procedures in place regarding internet access,as well as email & electronic document transmission



Periodic checks for security

- Should be conducted assess risk levels for security breaches for your company's computer & IT setup

Backups of mission

- Critical records & recovery plans should be a priority, with redundancy built in to minimize vulnerability for loss due to fire, floods



5. PLAN FOR PHYSICAL SAFETY AND SECURITY

Plan for dealing with emergencies

- Including exit policies & escape routes in case of fire or natural disaster

Established Schedule

- For a maintenance, repair or replacement of HVAC equipment, as well as a contingency for handling critical breakdowns

Procedure for preventing unauthorized access

- Such as automatic locks for workers



6. CONDUCT A PROCEDURAL AUDIT

Performing a procedural audit

- Of your company at periodic intervals ensures that continued smooth operation of your business

Procedural audit focuses

- On the results of your company's strategies, policies & indicates which areas of your company are operating efficiently, along with disclosing areas or where policies are not being properly followed



7. ENGAGE YOUR EMPLOYEES

Smart Strategy

- To provide bonuses, rewards, or other incentives for employees who provide innovative ideas or hacks to improve procedural efficiency.

Schedule a time with employees

- simply visiting each department & chatting with teams can be important. It ensures everyone is familiar with you



8. PUT THE PIECES TOGETHER

Determine the areas

- Which areas pertain to your business & establishing a reliable record keeping system helps to ensure smooth operations

Periodic procedural audit

- Determine which areas of your company are running smoothly & which area needs attention or adjustment



9. ENSURE SOMEONE IS HANDLING SOCIAL MEDIA & REVIEWS

Time management for social media & review platforms

- you might need to handle this work yourself. That means setting aside 10-15 minutes a day to log in, make a post, & create a few responses to others

Weekly Recap

- Ask for weekly recap of what's going on with your business reviews & social profiles. This can also be a great time for you & your team to brainstorm responses to particularly challenging comments



THAT'S IT !

By completing these actions, you will be well on your way to grow your business with a brilliant operation strategy, & managing with your own goals to achieve a greater success in your business

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[BLL\(Business Leadership League\)](#) is a community of aspiring businesses. The business which wants to grow, scale-up and create value for all stakeholders

If you are looking for growth, this is the right platform & network for you

In the new order, the way of doing business has gone through drastic shift...so how do you cope up. You need to be a part of business ecosystems to unleash the power of collaboration.

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