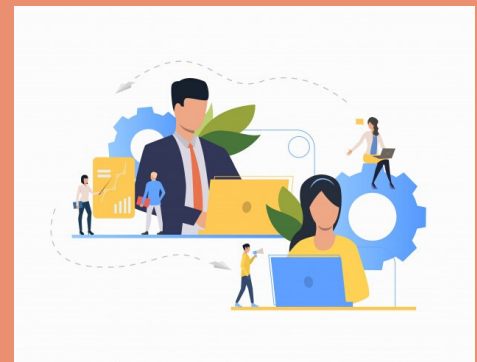


# THE ULTIMATE OPERATION CHECKLIST

For small businesses


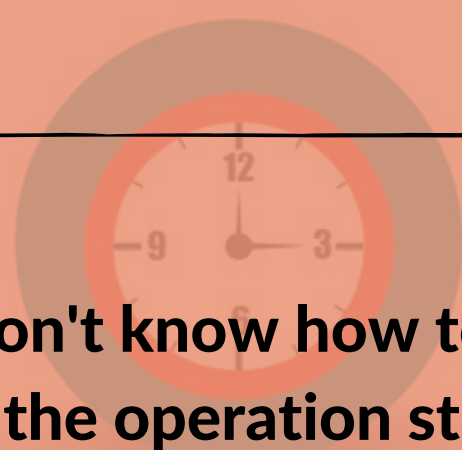



## IT'S HIGH TIME TO MANAGE BUSINESS!

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 !**



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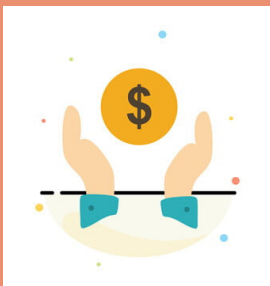
# 1.MAINTAIN COMPANY FINANCIAL RECORDS

## 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

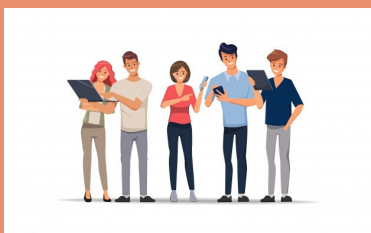
- Records include applications and resumes & job descriptions

### 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



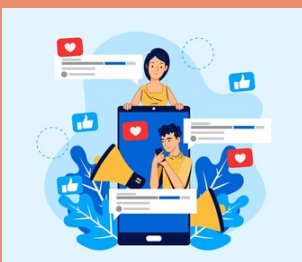
## 9. ENSURE SOMEONE IS HANDLING SOCIAL MEDIA & REVIEWS

### 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

For more downloads & marketing resources

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2. TELEGRAM



# ABOUT BLL

[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.

**Your network is your net worth, so Join the BLL community today for opportunities to -**

To network and generate leads

To get access to relevant business tips

To access business meets

To get access to business services

To grow together & contribute to each other

Let's share our stories

Let's join hands & reinvent ourselves to stay relevant



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