



Your Business Checklist for COVID-19

- CREATE OR UPDATE COMPANY MANUAL
- CREATE OR UPDATE DEPARTMENT PROCESSES
- UPDATE EMPLOYEE JOB DESCRIPTIONS
- REVIEW NEEDS/WANTS WITHIN YOUR COMPANIES
- REVIEW, WORK ON, OR CHECK OFF 2020 GOAL SPREADSHEET
- CLEAN UP YOUR CRM
- INPUT EMPLOYEE, FRIENDS, FAMILIES, CLIENTS BIRTHDAYS TO CALENDAR
- WRITE THANK YOU LETTERS
- SCHEDULE OUT CLIENT, EMPLOYEE, FAMILY, FRIENDS GIFTS
- INPUT BUSINESS CARDS INTO CRM AND LINKEDIN
- SCHEDULE CALLS WITH PEOPLE YOU WANT TO CONNECT WITH
- WRITE GOOGLE REVIEWS FOR BUSINESSES YOU LOVE & ADMIRE
- REVIEW PIPELINE, PROPOSALS, PROJECTIONS
- REVIEW LINKEDIN CONNECTIONS AND SEE OPPORTUNITIES
- REACH OUT TO BRANDS, ORGANIZATIONS, POTENTIAL CLIENTS
- CREATE SURVEYS AND SEND OUT
- LEARN SOFTWARE YOU WANT TO BE MORE KNOWLEDGABLE IN
- TAKE ONLINE COURSES, SCHEDULE TRAININGS, OR TUNE INTO WEBINARS
- CATCH UP ON YOUR LATEST EDUCATIONAL PODCASTS
- WRITE YOUR MONTHLY/WEEKLY NEWSLETTERS
- CREATE YOUR SOCIAL MEDIA CONTENT SCHEDULE
- SUBMIT PROJECTS TO PUBLICATIONS OR RECOGNITION PLATFORMS
- THINK OF ADDITIONAL ONLINE REVENUE STREAMS & CREATE FOR THEM
- ORGANIZE AND CLEAN OUT YOUR OFFICE WHILE IT'S EMPTY
- REVIEW AND UPDATE YOUR WEBSITE
- REVIEW YOUR STRATEGIC PLAN & FIGURE OUT HOW TO FAST TRACK
- BLOG YOUR PANTS OFF!