

BUSINESS OPERATIONS

Beginning of month business maintenance checklist

- Complete KPI tracking dashboard
- Pay myself
- Check all forward facing assets for accuracy/updates as needed
 - Google Business
 - Website
 - FB
 - IG
 - Other
 - Linked in
 - Front window
- Update and review promotional calendar
- Review next 2 months upcoming promotions/events
- Review staff schedule
- Team meetings planned
- Schedule and plan CEO biz development time (new products, new marketing)
- Schedule in skills and input training
- Schedule in CEO dates, time off and big rocks.
- Action/use vendor refunds and credits
- Review and plan 1 inventory category rotation count
- Identify any store maintenance required and schedule
- Review 90 day planning, and set up monthly plan to action
- Review receivables/payables make payments or inquiries as needed



End of Month CEO Review and Debrief

Ask yourself, what influenced this month?

Top customers:

Weather:

Events held:

Best sellers:

Best promotions:

Staff insights?

What felt heavy or hard?

What was so fun?

What am I most grateful for this month?

Did I show up as I wanted to this month?

What 1 thing can we improve next month?



Retailer's Inner Circle

EDUCATION, SUPPORT AND COMMUNITY
FOR INDEPENDENT SHOP OWNERS

WENDYBATTEN.COM

End of month business maintenance checklist

- Complete monthly KPI tracking dashboard
- P/L and balance sheet check in
- Inventory check and update
- What was your top selling departments?
- What was top selling product/service?
- What was the lowest performing department/category?
- What was our best sales day/what contributed to this
- Review bank statement and all credit card statement : line by line
- Review payroll expenses % vs revenue
- Review any debt totals: payables, credit card, loans
- Review team goals set
- Address/acknowledge any team wins/challenges
- Review quarterly goals - adjust and manage as needed
- Review and forward as needed any information to bookkeeping and reconcile bank statements
- Allocate \$ to proper accounts
- File any tax payments
- Back up any computer data
- Acknowledge and celebrate your wins

Notes to for this month, things I want to remember: