

A Start to your Day

Here is how a small business owner might start their day in order to set themselves up for success.

- Reviewing their schedule and to-do list for the day, prioritizing tasks and making sure they have enough time to complete them.
- Check the financials like checking bank accounts and cash flow
- Check the emails, voice mails and respond to important ones
- Check the inventory and reorder the items that are low
- Planning out the day's marketing and outreach efforts, such as reaching out to potential customers or working on social media posts
- Reviewing their sales numbers from the previous day and week, and analyzing any trends or patterns that may be emerging
- Preparing for any important meetings or calls that are scheduled for the day
- Reviewing feedback from previous customers and looking for ways to improve the business
- Reviewing the plan for the week, the month and the year

These are some tips which can be helpful for a small business owner to start their day, but each business has its own needs and their schedules will vary depending on the nature and size of the business.

Idea Sheets provide quick and actionable suggestions to drive more referrals and sales. Visit www.referralsafe.com/asktra frequently for new additions.