

# TIME IS TICKING!

## MAKE A DIFFERENCE TO YOUR BUSINESS BY CHRISTMAS



### OCTOBER

- 02 Oct** Set up a time-saving cloud-based bookkeeping system - simple but effective.
- 09 Oct** When was the last time you looked at your competitors? Any new faces? How are they marketing their services? What about changes in their pricing?
- 16 Oct** Update your Business Management System. Any processes that are new to the business or that you want to start delegating? Outline and record these.
- 23 Oct** Complete a financial overview for the year – chase any unpaid invoices, pay any outstanding bills, make sure payroll is up to date. What's the overall position?
- 30 Oct** Check your KPIs – any action to take?

### NOVEMBER

- 06 Nov** Get ahead and prepare your social media plan for 2018 – what are you going to post, when, and via which channels?
- 13 Nov** Now is a great time to say thank you to all those who help your business to succeed – your hardworking team, loyal customers, invaluable associates and suppliers.
- 20 Nov** Aiming to grow your business next year? Check that capacity covers planned demand for services – do you need to think about a recruitment plan?
- 27 Nov** Are you ready for the first marketing push of the New Year? Get a robust plan in place for this promotion and beat the competition.

### DECEMBER

- 04 Dec** What last-minute tasks need doing to clear your desk? Make the most of technology and time-management techniques to organise your time efficiently.
- 11 Dec** Put important dates and reminders in your 2018 business calendar - insurance renewals, business utility renewals, and finance-related dates such as VAT returns.
- 18 Dec** Last-minute office organisation – double-check office cover over Christmas and New Year, update the answer machine message and set up the out-of-office email.
- 25 Dec** You're all done! Time to relax and enjoy a well-deserved Christmas break.

Need some support? Our Business Support Services can take care of these jobs for you, leaving you to focus on your core business needs.  
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