

Monthly Checklist for Small Businesses

By: **Andrew Blackman**. Reference: **Source Tutorial**.

Use this simple checklist to ensure that you're on track with the most important tasks in your small business. See the source tutorial for more details on each one.

1. Review your progress against the overall business plan

2. Check your cash flow

3. Review other key metrics for your business

4. Check customer engagement

5. Assess your marketing efforts

6. Keep track of the bottom line

Make It Your Own!

This is a basic template designed to draw attention to the key items for most small businesses to focus on. Feel free to customize it for your own business. Add items that you want to focus on, and take out any that don't feel relevant to you. Remember that just by tracking something on a regular basis, you're constantly reminding yourself of its importance. So create a checklist that keeps you focused on the right things and helps you achieve your goals.

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