

# Monthly checklist for small business

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This monthly checklist will help you assess the health of your business and stay in control.

- 1. Step back and do a financial overview
- 2. Review account statements from suppliers
- 3. Review annual sales
- 4. Keep a close eye on inventory
- 5. Make sure your customers remember you
- 6. Spread the word about your business on social media
- 7. Review your website traffic
- 8. Keep on top of industry news
- 9. Keep your data safe
- 10. Talk to your advisors

