Small Business/Entrepreneurs: End of the Year Checklist

Is your business ready for another successful year? Here's 20 things to do for your business before the end of the year.



- [ ] Make sure your bookkeeping is up to date
- [ ] Make sure your business is in good standing with the state
- [ ] Final invoices are sent out, follow up on any outstanding invoices
- [ ] Create a profit and loss statement so you can financially plan for the upcoming year
- [ ] Is there anything big purchases your company needs that you can write off?
- [ ] Outstanding bills are paid
- [ ] Organize your business recipes
- [ ] Expiring business credit card? Make sure recurring/ auto payments are up to date
- [ ] Cancel subscriptions/software you are not longer using
- [ ] Meet with accountant, make sure taxes payments are on track
- [ ] Organized and back up company files
- [ ] Archive old files
- [ ] Create company goals for the next year
- [ ] Revisit or create a new marketing and social media plan
- [ ] Reflect on what worked or didn't work this year
- [ ] Write down all your wins for the year
- [ ] Support another business that helped your business, it can be as simple as writing a review

- [ ] Update your social media
- [ ] Give a company website a little update or rebranding
- [ ] Send out a company newsletter thanking employees, partnerships, or discussing company plans for the new year

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