



Spring Clean Your Business

There are times when tasks, calls, emails, and things in particular pile up, and you are left with tons of them by the end of the month. It pays to clear out all this stuff regularly to make room for new things in your business. Here are some tips to guide you in spring cleaning your business.

1. Arrange your schedule

As an entrepreneur it's important to take this time to look at your schedule. What schedule works best for you, what are the days you want to take a time off. Realign your routines. There is a chance that part of your routines might be off track by now and know that.

There are calls, emails, and follow-ups you have been putting off. Plot out a time for them now. Apologize for not being able to return your clients calls/emails. It is refreshing to start the month on a clean slate with fewer backlogs.

2. Assess your business goals

Now that your schedule is in order. You can proceed and start with your business goals. Make sure your goals are just right and attainable. Note the goals you have to prioritize. If there are shifts you need to be doing this is the right time to think about it and assess if a goal is feasible for your business. This is a time to assess and realign.

3. Analyze your business processes/systems

Look back at your business processes. Note the ones that work best and make changes. Inform people working in your business of these processes to make sure that everyone is complying. It is important to be updated with your business processes to finetune your operations and run your business smoothly.

4. Check your website and Social Profiles

There are times when there would be problems on the back end of your website. Check to see if your website is operable. Another thing to consider is your social media. Because we know that Social Media is constantly changing, check your Facebook and other Social Media profiles.

Make sure that those avenues are functioning well. Periodically checking on those aspects will be a great practice.

Make sure buttons are all working on your website. Think of yourself as a client and imagine what they want to see, what would make their experience hassle-free in accessing your website. Know what frequently asked questions are they have and are easily found on your website as well. Make their booking experience fast and easy. These changes will affect your reach and if done correctly will positively impact your business.

Spring is a time to clean areas of our lives that need to be cleaned up. Now that we all have time to do this because of the situation that we are in where we are mostly at home let start Spring Cleaning our Business. I hope these tips will be helpful and valuable to you.
Happy Spring Cleaning!

Monette Toverada