HATCHED consulting

End-of-Year Business To-Dos

First, What is one word that describes the energy you want to bring into your business in the upcoming year?

_____

Let this word be the thread that leads you forward with this checklist (and this coming year).

LLC Minutes

LLC Minutes are not required in all states. BUT I do recommend taking the few minutes to complete them for various reasons (good touch point, can stand up in legal dealings as to when policies were updated, etc.)

□ Document decisions & plans either made that year and/or to be made in the following year, especially any that could be legally challenged
□ Record who/why/when(even the start and end times)/where the “meeting” took place
□ Sign & file your minutes

Financial & Accounting

□ Reconcile bank, Quickbooks, PayPal, Stripe, Practice Management System, etc.
□ Review Profit&Loss reports + cash flow
□ Collect unpaid invoices or change the status of those that cannot be collected
□ Record & organize receipts
□ Confirm payroll accuracy
□ Gather tax docs
□ Book your tax strategy call with your CPA- is it time for an S-Corp tax election?
□ Calculate estimated taxes
□ Final tax-deductible purchases

Legal Housekeeping & Compliance

□ Renew licenses & permits
□ Annual reports + state fees, if applicable
□ Update contracts & policies in corresponding paperwork- i.e. change of rates or policy
□ Prepare 1099s (if needed)

Operations & Planning

□ Update SOPs & workflows
□ Audit subscriptions (keep/cancel/replace/negotiate rates)
□ Review vendor agreements
□ Set goals + KPIs, i.e. growth, customer retention or financial
□ Finalize calendar/form a framework for the year (launches + breaks, etc.)

Marketing & Customer Engagement

□ Review performance (social/email/ads/SEO)
□ Refresh brand messaging & bio, photos, etc.
□ Plan Q1 content
□ Website check (content, links, map pins, staff changes, etc.)
□ Customer appreciation, i.e. notes, gifts, promos

HR & Team

□ Team check-ins or reviews
□ Bonuses & holiday payroll
□ Update handbook, if needed
□ Refresh roles for new year and assess for possible new hires/supports

Inventory/Product

□ Year-end count
□ Reconcile system
□ Identify slow movers or discontinued items- what needs tweaked?
□ Plan Q1 ordering or production schedule
□ Supplies audit – more? less? why?

Technology & Security

□ Back up files (cloud + physical)
□ Enable 2FA anywhere you can
□ Update software and run updates
□ Cybersecurity audit (even small steps matter)
□ Inbox cleanup & set folders, clear our junk email, unsubscribe, etc.

Reflection, Vision & Planning

What Worked This Year

- What worked
- Best sellers
- Wins/good surprises
- Systems that succeeded

What Didn’t Work

- Bottlenecks
- Expenses not worth it
- Offers that flopped

Trends & Insights

- Seasonal patterns
- What were customers asking for?
- Workflow and financial highs/lows
- What do you need to be more prepared for?
- Do you need more reveue streams? hands? products? time off? is it time for a pivot?

Goals for the New Year

Update Your List of Values: _____

_____

New Offer Ideas: _____

_____

_____

Growth Priorities: _____

_____

_____

Revenue Goal: _____

_____

CEO Life & Self-Care

- Time off
- Trips
- Learning
- Support needed- do you need to hand anything off? do you have the support you need- groups, other entrepreneurs, business consultant, etc.

What do you need more of this year?

_____

_____

_____

_____

_____

_____