



Drowning in admin? Here are 10 essentials every small biz needs to stay on top of it all.



Here are 10 simple essentials every small biz owner needs in place so you can stop chasing your tail and start running your business with confidence.

If you've just launched your ABN or your business has started growing faster than you expected — it's easy to get buried in missed calls, lost receipts, and "I'll-do-it-later" admin tasks.

The truth? These small cracks quickly turn into big headaches (lost clients, unpaid invoices, burnout).

That's why I've created this 10-step essentials checklist: quick fixes that will save you hours every week and get your business foundations sorted.



10 Essentials Every Small Biz Owner Needs:

Checklist



- | | | |
|----------|--|--------------------------|
| 1 | Business Email Just for Work <ul style="list-style-type: none">• Keeps your personal inbox separate. | <input type="checkbox"/> |
| 2 | Easy Way to Book You <ul style="list-style-type: none">• Even a simple online form saves the back-and-forth. | <input type="checkbox"/> |
| 3 | Missed Call Follow-Up <ul style="list-style-type: none">• Quick text back can turn missed calls into clients. | <input type="checkbox"/> |
| 4 | Money Tracker <ul style="list-style-type: none">• Doesn't have to be fancy, just know what's coming in & out. | <input type="checkbox"/> |
| 5 | Simple Client Welcome Steps <ul style="list-style-type: none">• Send a quick welcome + what to expect. | <input type="checkbox"/> |

Notes:



10 Essentials Every Small Biz Owner Needs:

Checklist



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Central Job/Task List

- So you're not stuck thinking "what do I post"?

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7

File Management Setup

- Setup cloud based storage so you have your info anywhere especially if your out and about. You can use Google Drive for Free

☐

8

Simple Marketing Plan

- No more sticky notes or lost scraps of paper.

☐

9

Quick Reply Templates

- save time on those "same old" client questions.

☐

10

Backups & Passwords Saved Safely

- So nothing important gets lost.

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Notes:



Congratulations

You've Just Taken the First Step! 🎉

Getting these 10 essentials in place will save you hours of admin every week. You're already one step ahead of most small biz owners!

But here's the thing - knowing what to do is only half the battle... actually finding the right words to send clients is the part that slows most people down.

That's why I created the Small Biz Email & Message Templates Pack - ready-to-use scripts that plug straight into your inbox or phone.

- ✨ Done-for-you replies to missed calls, quotes, invoices, reviews, and more.
- ✨ Saves you time, keeps clients happy, and helps you look super professional.
- 👉 **Grab it today for and start freeing up your time immediately.**

[Get the Small Biz
Email & Messaging
Template Pack](#)



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Need help setting this up? That's what I do.
Book a free discovery call today and let's get it done.