

LOST DIGITS

ACCOUNTING • BOOKKEEPING • CONSULTING

EVALUATE YOUR BUSINESS TODAY!

This checklist is designed to help you assess the overall health of your business and identify areas for improvement. If you find gaps or issues you feel need further exploration and guidance, consider scheduling a 90-minute, face-to-face Business Health Check with Lost Digits Consulting. Our tailored session will provide a report with insights, strategies, and cost-effective solutions to elevate your business performance.

1. Governance and Compliance

- Do you have a clear governance structure that defines roles and responsibilities?
- Are your policies and procedures well-documented and regularly updated?
- Is your business compliant with all relevant regulations and standards?
- Do you have a risk management plan in place to anticipate and mitigate risks?
- Are your governance meetings productive, with clear action points and outcomes?

2. Performance Management

- Have you established measurable performance metrics across key business areas?
- How frequently do you review and analyse your performance data?
- Are your employees engaged and aligned with your businesses goals and processes?
- Do you conduct regular performance reviews to provide feedback and support?
- Are you leveraging technology, such as data analytics tools or client relationship management tools, to monitor, manage and improve performance?

3. Logistics and Operations

- Are your supply chain processes efficient, reliable, and cost-effective?
- Do you have a system for tracking and managing inventory and assets in real-time?
- How effectively do you manage logistics and distribution?
- Are you regularly assessing workflows to identify and resolve bottlenecks?
- Do you have contingency plans for supply chain disruptions, and are they tested regularly?

4. Financial Management

- Do your financial statements provide a clear, up-to-date snapshot of your business's health?
- Is there a budget in place, and is it adhered to consistently?
- How frequently do you conduct a cash flow analysis?
- Are you aware of your liabilities, and do you have strategies for managing them?
- Do you have a plan for financial forecasting to support long-term growth?

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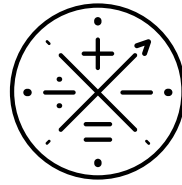
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5. Human Resources

- Is there a recruitment strategy in place to attract top talent?
- Are employee training and development programs aligned with business goals?
- How do you handle employee feedback and concerns?
- Are there clear job descriptions and performance expectations for all roles?
- Are your HR policies compliant with current legislation, and do you explore alternative options like virtual assistants or offshoring?

6. Strategic Planning

- Have you defined a clear vision and mission for your business?
- Are your short- and long-term goals documented and communicated with the team?
- Is your strategic plan fully funded to ensure its implementation?
- How often do you review and adjust your strategic plan based on changing conditions?
- Do you involve stakeholders in your planning process, and is their input valued?
- Are you tracking progress with key performance indicators (KPIs) to achieve strategic objectives?

NEXT STEPS

If you identified areas for improvement, it might be time for a 90-Minute Business Health Check with Lost Digits Consulting! Our comprehensive assessment will provide a detailed report with insights, suggested remediations, and associated costs to help you enhance your business performance.

BOOK YOUR COMPREHENSIVE BUSINESS HEALTH CHECK NOW!

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