

# Small Business Opportunity Checklist

## ✓ Review your management skills

Investigate opportunities to start investing in your leadership and management training with local business schools or training providers

## ✓ Do a business data health-check

Do you know how your business is doing? Start with simple analytics tools to look at cashflow, efficiency and performance. Take the opportunity to improve just one thing

## ✓ Upskill your digital

Take advantage right now of the opportunities for free digital skills training to improve your skills and those of your team on a range of business processes. Look at BT Skills for Tomorrow as a start

## ✓ Showcase your good work

As a small business, you are likely creating a flexible workplace for yourself and others and looking after your staff and the local community. Start telling others about the great work you do and make this a competitive advantage

## ✓ Focus on mental health

Starting with the business founder and encompassing all staff, checking in on mental health in 2020 will ensure the people remain at the heart of the business and thrive as the business does

## ✓ Refocus on ambition

Take the opportunity of a new decade to refocus on the business' ambition. Find a local mentor and look to take the next step with support from your network

## ✓ Be open to new finance

With a good plan and support from mentors, your bank and advisors, investigate whether there are financial options that could help fund a growth plan that is right for you

## ✓ Consider export

If you have a product or service that can be exported, take this opportunity to give it some serious consideration. Get advice from your local business organisations and speak to the Department for International Trade for support. Use your digital presence to take the first step into new markets

## ✓ Be open to new big customers

As big business and government become more small business friendly, look out for opportunities to get involved and check out the government's Contract Finder for opportunities over £10,000



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