



PERUSE THE TIME

To Do list for busy
entrepreneurs during
lockdown

ANGELA SPANG

www.angelaspang.com

INSTA [angelaspangofficial](#)

EMAIL:

contact@angelaspang.com

Hi Benji,

Thank you for inviting me to chat on your IG LIVE on Insta today – I enjoyed it (and not just because it is nice to see people – I am sure everyone in isolation can relate!).

Here is the list of things we discussed that busy businesspeople CAN do during this difficult time to prepare their business as best as they can for future success:

- Rearrange Dropbox/SharePoint/computer folders
- Cleaning up Customer lists
- Preparing new launch plans
- Write Blog posts for the rest of the year
- Clean up Social Media history, delete old/obsolete posts
- HR: read through and update your employee handbook
- Product imagery cataloging
 - Get rid of all old stuff or save on a separate hard drive
- Review and tidy up all marketing materials
 - Feeling ambitious? Create a document tracking system so you know what is the latest version....
- View and test your own website
 - Test links, look at images and messaging
- Start a new company (that might be just me....)

This time can be a great gift to take a pause, take stock and both celebrate how far you have come as well as preparing the groundwork for the jump you want to attempt next.

Stay Home, Stay Safe,