

# 10 Essential Things Every Small Business Owner Should Do Before The End Of The Year

One forgotten item from the agenda could set your business back, or even have the potential to penalize it entirely next year. If you haven't already taken care of these 10 items, use this checklist and start adding them to your to-do list now.



- ☐ Submit delayed filings or dissolutions if necessary
- ☐ Meet with an accountant or bookkeeper
- ☐ Revisit your inventory
- ☐ Prepare to hire
- ☐ Conduct end-of-year reviews
- ☐ Determine if you should change legal structures
- ☐ Update your social media presence
- ☐ Alert your team about upcoming changes
- ☐ Revise your business plan
- ☐ Look back at the items you accomplished this year