

Business Back End Checklist

___ Think of tasks that you do daily, weekly and monthly. Start a new project in Asana labeled “Admin” and create a task for each of these recurring tasks, then set them to repeat accordingly

___ Find out whether your design software allows you to store contacts in their system. If so, gather any loose business cards or logins and passwords jotted down in different notepads or documents, and enter them in your design software

___ If you don’t have a digital calendar that you love, research how to use Google Calendar and start adding your appointments in

___ Start creating folders to keep in your Google Drive. For example, Admin, Marketing, Finances, HR, Potential Clients etc. Upload any loose documents that might be on your desktop or in email to the right folder on your Google Drive

___ Create a list of tasks that you procrastinate, then decide which tasks can be delegated to an assistant

___ If you’re looking to hire an office manager, download our **Job Posting** and post it on social media, send it out via your newsletter, etc.

___ Time to organize your office! Set aside one (or two) full days to wrangle it. Call your local liquor stores to see if they have any wine crates laying around that they are willing to donate. These crates will be used for your office library organization

___ Go through your fabric books and decide which fabrics you’d like loose samples of. Call your rep to pick up the books or ask if you can donate them to your local school’s art department

___ Place an office supplies order. Order large plastic folders for CAD drawings, a filing cubby for you and your team, fine-point sharpies for signing thank you notes and anything else you might need to get organized

___ If you have a team or are looking to hire, download the **Employee Handbook** and **At Will Agreement**. Customize it for your firm, send to your lawyer, then disperse to the team to sign

INTERIOR DESIGN STANDARD

___ Download the **Biannual Employee Performance Review** and put a date on your calendar for your 6-month reviews with your team

___ Download the **Organization Chart Example** and create one for your team and map out what your team looks like in 5 years

___ Think of the administrative tasks that happen when an employee is hired or let go. Create an “Employee Onboarding” task list and an “Employee Termination” task list. Save these to Asana or the Google Drive for easy reference

___ If you do not have business insurance yet, research carriers and get insured as soon as possible

___ Even if you don't have a project ready for photography, start researching local photographers you love to hire for your next project. Our advice: Hire the best photographer you can afford

___ Download our **Go Pro Portfolio Checklist** for our photo and video shoot tips

___ Do an overview or audit of your website. Is your bio updated, do you have a current headshot? Spend time getting your website functional and tight

___ Look into Later.com to see if it's a good fit for your social media needs

___ Download our **Instagram Strategy Template**. Go through all of your portfolio images. Start labeling pieces with the correct vendor information, plus their social media handles