Healthy business checklist

Use this easy-to-follow checklist to guide you through everyday actions you can do now to keep your business strong.

Your healthy business will not only survive, but also thrive through challenges and change.

How the checklist can help

This checklist can help you:

* continue to provide for your whānau and community
* stay operational and retain your customers
* minimise financial losses
* adapt quickly to a changing environment.

All of this has the added benefit of helping you manage stress and create a better work-life balance.

Tick off the tasks in the checklist from start to finish, or just select the ones that suit your business.

Set yourself a regular reminder so that you can complete it bit by bit over time.

# Prepare a business continuity plan

A business continuity plan (BCP) identifies the critical parts of your business and potential risks, so that if something happens to your business you can recover as quickly and easily as possible.

A BCP should be on your must-do list as it can:

* improve the likelihood that your business will survive
* attract potential buyers and investors
* give you and your staff confidence.

A continuity plan is different from emergency planning. Emergency plans cover in-the-moment procedures in a crisis, like what to do if there is a fire at your workplace. A BCP covers how you’ll get core parts of your business up and running again after a disruption.

This checklist is a good starting point. For more detailed guidance visit our section on continuity and contingency planning.

[Continuity and contingency planning](https://www.business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/continuity-and-contingency-planning)

**Identify key products or services**

**Step 1:** Watch our short video about how to do a business continuity plan.

[Watch: Plan for the unexpected](https://www.business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/continuity-and-contingency-planning/#e-33478)

**Step 2:** Note down your most profitable activity.

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| Note down your answers or thoughts in these boxes. |

**Step 3:** Note down your least profitable activity.

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**Step 4:** Note down what you really need for each activity, such as raw materials, a fully functioning website or machinery.

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**Step 5:** Consider how your business can prepare for the loss of something essential, for example if your machinery stops working or your supply chain is disrupted.

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**Step 6:** Consider how your business could pause or stop your least profitable activity.

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**Identify key people and connections**

**Step 1:** Identify who can run the business in your absence.

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**Step 2:** Ensure emergency contact details are updated and kept handy.

If you have staff:

**Step 3:** Note down the key duties of all your staff.

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**Step 4:** Identify whether your business relies heavily on one person for key tasks. Plan for their absence.

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**Step 5:** Consider whether your business can continue to run if some or all of your staff are absent.

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**Step 6:** Plan for how you could get temporary staff at short notice.

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If you have suppliers or distributors:

**Step 7:** Identify your key suppliers. Plan for how you could continue the supply chain after a disruption.

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**Step 8:** Identify your key distributors. Plan for how you could continue to distribute your goods and services after a disruption.

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**Cover your assets and stock**

**Step 1:** Consider insurance options. This includes reviewing any current policy and updating if necessary.

If you haven’t already done so in the [previous section](#Insurance), think about what cover you need to protect your business against risks.

[Insurance](https://www.business.govt.nz/risks-and-operations/planning-for-the-unexpected-bcp/insurance/)

**Step 2:** Consider relocation options.

If you need to vacate your usual premises unexpectedly, how can you keep your business operating?

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**Step 3:** Set up a process to back up your data weekly.

This includes your emails, data that is critical to your business (customer details, email, files and spreadsheets) and sensitive data that needs to be kept safe (personnel files, bank details, tax documents).

**Step 4:** Consider where and how you store your equipment and stock. Plan for how you could keep operating if you can’t access some or all of your equipment and stock.

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Prioritising your to-do list

Planning for the future can feel overwhelming or like something you don’t have time for. Break this process down into bite-sized chunks by prioritising your tasks.

[Prioritising your to-do list](https://www.business.govt.nz/wellbeing-support/brave-in-business-e-learning/prioritisation/prioritising-your-to-dos/)