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.

# Make sure you’re insured

Getting the right insurance cover is a great place to start, because it’s critical to protecting your future as a business owner.

Research shows that less than half of Kiwi businesses have taken out, updated or reviewed business interruption or contents insurance.

Insurance can compensate you or your business for losses. Remember to review your insurance needs at least once a year to keep up with your growth or other changes.

For professional advice you can contact an insurance broker or the Insurance Council of New Zealand.

[Insurance Council of New Zealand](https://www.icnz.org.nz/) – Insurance Council of New Zealand

**Find your risks**

[ ]  **Step 1:** Identify your risks. Think about what could go wrong at your workplace or with your business.

[ ]  **Step 2:** Identify whether your insurance policy, if you have one, protects against these risks.

|  |  |
| --- | --- |
| Risk to your business | Are you insured to protect against this risk?  |
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|  |  |
|  |  |

**Explore types of insurance**

[ ]  **Step 1:** Identify which policies apply to your business.

You may be like other businesses in that you need more than one policy to cover all of your business risks.

[Types of commercial insurance](https://www.icnz.org.nz/understanding-insurance/types-of-insurance/commercial/#c525) — Insurance Council of New Zealand

**Create or update your insurance policy**

[ ]  **Step 1:** Choose an insurance provider.

[ ]  **Step 2:** Disclose all details asked for by your insurer, and any other information that may influence your policy.

[ ]  **Step 3:** Decide on an excess.

This is the amount of money you agree to pay towards fixing something, for example, damage or a claim against you.

Some businesses get specialist advice from an insurance broker or the Insurance Council of New Zealand. Ask them if you need to prepare or gather any information before you discuss your insurance options with them.

**Review your policy**

[ ]  **Step 1:** Every year, or when your business goes through a change or growth, follow these steps again, from start to finish, to make sure your insurance cover is still right for you.

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/)