

OPERATIONS

CHECKLIST

THIS WEEK, THINK THROUGH ALL THE THINGS THAT YOU NEED TO ESTABLISH BEFORE YOU START WORKING WITH CLIENTS.

01	HOURS OF OPERATION (DAYS / TIMES): DO YOU KNOW WHAT DAYS OF THE WEEK YOU'LL WORK? DO YOU KNOW YOUR BUSINESS HOURS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
02	SERVICES YOU DO / DO NOT OFFER: DO YOU KNOW WHAT CORE SERVICES YOU CAN ASSIST WITH? DO YOU KNOW WHAT YOU WON'T OFFER?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
03	PRICING: DO YOU KNOW HOW MUCH YOU WANT TO CHARGE? DO YOU KNOW HOW YOU'RE GOING TO PACKAGE YOUR SERVICES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
04	COMMUNICATION STYLE: DO YOU HAVE ONE MAIN CHANNEL WHERE CLIENTS CAN CONNECT WITH YOU? HAVE YOU TOLD YOUR CLIENTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
05	RESPONSE TIME: HOW SOON DO YOU WANT TO RESPOND TO TASK REQUESTS? HAVE YOU TOLD YOUR CLIENTS YOUR TURN AROUND TIME?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
06	DATA & SECURITY: DO YOU HAVE A PASSWORD MANAGER SET UP YET?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
07	FEEDBACK & REVIEWS: DO YOU HAVE A PLAN TO GATHER FEEDBACK FROM CLIENTS? DO YOU HAVE A PLAN TO ASK FOR TESTIMONIALS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
08	YOUR TURN: ARE THERE ANY OTHER GROUND RULES THAT YOU NEED TO ESTABLISH FOR YOUR BUSINESS? WHAT ARE THEY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

