

8 Ways to Organize your Small Business



1. **Start by tidying up** the workspace, clean and remove clutter.



2. **Use a planner** or calendar to keep track of bills, deadlines, meetings, and other tasks.



3. **Respond to emails** and calls in an organized and timely manner.



4. **Store data, documents, spreadsheets,** and other files as much as possible **on the cloud** to easily find.



5. Utilize customer relationship management programs that will **schedule emails** and **track rewards**.



6. **Use automated inventory management software** to stay on top of ordering and categorizing products.



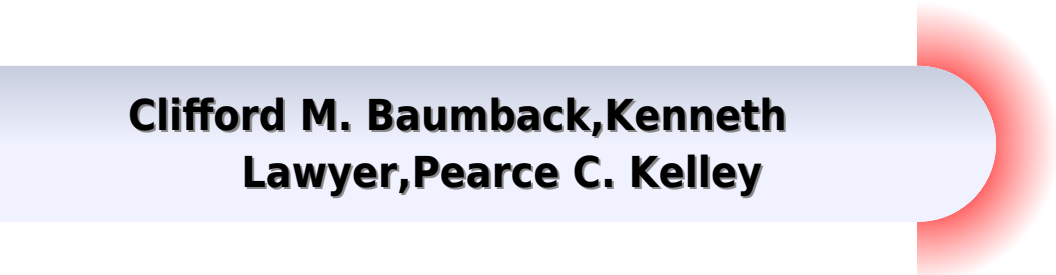
7. **Neatly organize your files** with smart filing, easily locate files, while saving paper and space.



8. **Try self-auditing** to see the figures and have a good idea of your financial standing and profitability.

How To Organize And Operate A Small Business

**Clifford M. Baumbach, Kenneth
Lawyer, Pearce C. Kelley**



How To Organize And Operate A Small Business:

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Congress. Senate. Select Committee on Small Business,1962 **Smallbusiness Amendments of 1959, Hearings Before a Subcommittee of ..., 86-1 ...,June 22 ...July22, 1959** United States. Congress. Senate. Banking and Currency Committee,1959 Distribution Data Guide ,1956 *Marketing Information Guide* ,1954 **Small Business Amendments of 1959** United States. Congress. Senate. Committee on Banking and Currency,1959 **Manual of Small Business Operation** Pearce C. Kelley,Kenneth Lawyer,1952 Small Business Timber Set-aside Program United States. Congress. Senate. Committee on Banking, Housing, and Urban Affairs. Subcommittee on Small Business,1974

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