

## A Systems Checklist for Your Business

This checklist will help you quickly evaluate the relative strength of the various systems on which your business depends. You can then prioritize areas for improvement.

System	Excellent	Acceptable	Needs Work	Not Relevant
Marketing				
Order taking				
Customer tracking				
Record-keeping				
Procurement				
Outsourcing				
Accounting				
A/R and A/P tracking				
Bill paying/check writing				
Tax and regulatory compliance				
Inventory tracking				
New product/service development				
Strategic planning				
Hiring				
New employee on-boarding				
Employee evaluation				
Training				
Payroll and benefits				
Opening and closing				