

# Futureproof Your Business: A Step-by-Step Checklist

Use this checklist to implement strategies that will set your business up for long-term success.

## Conduct a Workforce Audit

- ☐ Identify inefficiencies in staffing and processes.
- ☐ Assess whether automation or AI tools could improve productivity.

## Review Your Financial Position

- ☐ Forecast additional payroll and NIC costs.
- ☐ Consider Salary Sacrifice Schemes.
- ☐ Identify areas to cut unnecessary expenses or increase revenue streams.

## Adjust Pricing Strategies

- ☐ Evaluate competitor pricing.
- ☐ Increase prices strategically without alienating customers.

## Improve Operational Efficiency

- ☐ Use AI-driven tools to automate administrative tasks.
- ☐ Reduce waste and streamline processes to improve efficiency.

## Communicate with Employees

- ☐ Inform staff about changes and gather their input on efficiency improvements.
- ☐ Offer alternative benefits such as flexible work or training.

## Seek Professional Advice

- ☐ Consult with accountants and HR specialists.
- ☐ Explore tax reliefs or government support schemes.