The Small Business Infrastructure Checklist

A self-audit to map your business structure, identify operational gaps, and plan your baseline standard operating procedures (SOPs).

Use this checklist to take an honest inventory of the systems your business runs on today. Mark each item **Yes** or **No**, add notes, and circle the three gaps that would make the biggest difference if you closed them in the next 90 days.

There is no score to chase. The goal is a clear picture of what is in place, what is missing, and what to document first.

1. Legal & Business Foundation

Confirm the basic structure your business operates under.

Status	Item	Notes
☐ Yes ☐ No	My business entity type is chosen and formally registered with my state (or I know which structure I plan to use).	
☐ Yes ☐ No	I have an Employer Identification Number (EIN) or know whether I need one.	
☐ Yes ☐ No	Required local, state, or professional licenses and registrations are identified and current.	
☐ Yes ☐ No	Any business name I operate under (d/b/a / fictitious name) is registered where required.	
☐ Yes ☐ No	I keep a calendar of annual reports, renewals, and filing deadlines.	
☐ Yes ☐ No	I know which professionals (attorney, CPA, insurance agent) I will consult for my specific situation.	

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2. Financial Infrastructure

Separate business money from personal money and keep clean records.

Status	Item	Notes
☐ Yes ☐ No	I have a dedicated business bank account.	
☐ Yes ☐ No	Business income and expenses are not mixed with personal accounts.	
☐ Yes ☐ No	I use a bookkeeping system (software or a consistent manual process) and update it on a set schedule.	
☐ Yes ☐ No	I can produce a simple profit-and-loss view for the last month or quarter.	
☐ Yes ☐ No	I have a pricing method for my services and know my cost to deliver them.	
☐ Yes ☐ No	I set money aside for taxes and know my estimated tax obligations or have a professional who does.	

3. Risk & Protection

Reduce avoidable risk to the business and its clients.

Status	Item	Notes
☐ Yes ☐ No	I have reviewed the insurance coverage appropriate for my industry (for example general liability, professional liability, or errors & omissions).	
☐ Yes ☐ No	I use written agreements or terms of service for client work.	
☐ Yes ☐ No	Client and business data is stored securely, with access limited to those who need it.	
☐ Yes ☐ No	Passwords are managed securely and two-factor authentication is turned on for key accounts.	
☐ Yes ☐ No	I have a backup for important files and records.	

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4. Operations & SOPs

Document how the work gets done so it can be repeated, delegated, and improved.

Status	Item	Notes
☐ Yes ☐ No	I have listed the core processes my business runs every week (for example intake, scheduling, delivery, invoicing, follow-up).	
☐ Yes ☐ No	My most important process is written down step by step.	
☐ Yes ☐ No	I have templates for repeat communications (inquiry replies, confirmations, follow-ups).	
☐ Yes ☐ No	I know which tasks only I can do and which could be delegated or automated.	
☐ Yes ☐ No	I review my processes on a set schedule and update them when something changes.	

5. Client Experience & Growth

Make it easy for the right clients to find you, hire you, and come back.

Status	Item	Notes
☐ Yes ☐ No	I can describe my ideal client and the problem I solve in one or two sentences.	
☐ Yes ☐ No	Prospects have a clear way to contact or book with me (website, form, phone, or scheduling link).	
☐ Yes ☐ No	I track leads and clients in one place (a CRM, spreadsheet, or other system).	
☐ Yes ☐ No	I follow up with every inquiry within a set time frame.	
☐ Yes ☐ No	I ask satisfied clients for feedback and track results over time.	

6. Technology & Tools

Use tools that support the business rather than add clutter.

Status	Item	Notes
☐ Yes ☐ No	I have a list of the software and subscriptions the business pays for.	
☐ Yes ☐ No	Each tool has a clear purpose and an owner.	
☐ Yes ☐ No	My email, calendar, and files are organized so I can find what I need quickly.	
☐ Yes ☐ No	I have a professional business email address on my own domain.	

Next Steps

Pick your top three gaps. Write one action step and a target date for each.

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Document one process this week. Start with the task you repeat most often.

Want structured support? TMR Professional Mentorship Academy's Business Mentorship program provides frameworks, accountability, and guidance for building these systems. Learn more at mentorship.tmrconsultinggroup.com/business-mentorship.

This checklist is a general educational resource. It is not legal, tax, accounting, or financial advice, and it does not guarantee any business result. Requirements vary by state, industry, and business type; consult qualified professionals about your specific situation.

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