



## **Bryant Consultants**

### **COVID -19 Virus Small Business Plan**

The coronavirus pandemic has made headlines, leaving many small businesses wondering how they will continue functioning during a slowdown period. First and foremost, we are all in this together. This is an ever evolving, working plan. We anticipate thriving through this time and coming out stronger. As team members, you all have always been cared for and as employers we have always worked to do the right thing. Bryant Consultants would like to provide this Small Business Plan to help you navigate through slowdowns during the coronavirus pandemic.

Social Distancing does not mean that you will not have work to do. Bryant Consultants has plenty of tasks to help you get caught up and focus on areas of your business that you never seem to have time for until now.

#### **TASKS WE WILL BE ACCOMPLISHING:**

- All files in office that need to be scanned. SCANNED. Let's get paperless please
- All admin area drawers organized, cabinets organized and labeled.
- Schedule all computer updates, repairs, maintenance and replacements
- Software training and pre-recorded webinars. Hit your HELP button in your software for more information.
- How to do my job videos for each department. Let's always be prepared as our business continues to change and when we have fill in's.
- Videos and training for every service in the business. This benefits you for years to come with employee changes and/or growth.
- Virtual Training with vendors, ask them for recorded sessions you can post on Slack.
- Maintenance all equipment, sharpen tools, etc
- The next 6-8 weeks of office contest, Facebook videos, Birthday celebrations, IG videos, videos for social media marketing, in office promotions and customer interaction completed. Send to your marketing team for edit and scheduled post
- Before and After photos. Pull and organize. Send your marketing team a file to update for your social media and website.
- Go through your website and log updates, bio needs, and even schedule your team photos while you have time.
- Revisit past training manuals to update yourself on information you have already learned.
- Make a plan POST COVID-19 virus. How will you thrive after this is over? Marketing to customers. Will you offer extended payment plans, pre-payment services, in house financing plans?



**Everyone should be cross trained during this time without a doubt.**

**Business Owners ONLY LIST:**

- Business meetings
- Accounting meeting
- Financial Investment meeting
- Bank credit lines handled
- Ensure all employee files are up to date
- Ensure your OSHA Manual is up to date
- Get your "Business" streamlined on Drop Box
- Call your industry friends (Connect)
- Work on your marketing plan for future recovery
- Hand write your team a note card sometime over the next week and mail to their home.  
Thank them for their loyalty and commitment to your company.

**Contact Bryant Consultants if you have questions or need assistance:**

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