

# Better Business Kickstart Checklist

**PROMIND**  
SOLUTIONS

**Start your year with clarity, structure & intention.**

Use this checklist to get grounded in the habits that actually move the needle.

- CLEAR PRIORITIES** | I begin each week knowing my priorities - what is going to have the most impact.  
***When priorities are vague, everything becomes urgent.***
- DAILY STRUCTURE THAT MATCHES MY ENERGY** | I schedule my most important work when my brain is at its best.  
***You get more done when your tasks match your natural rhythm.***
- WORKLOAD PLANNING** | I block calendar time for specific, not general, tasks and projects.  
***Specificity matters. Good planning helps reduce procrastination.***
- EMAIL & NOTIFICATIONS** | I check my emails at 2 or 3 set times rather than reacting all day.  
***Distraction has a cost. Most people check emails every 6mins.***
- CLARIFYING PURPOSE** | I understand the purpose behind my work & how it contributes to the bigger picture.  
***Purpose creates direction & fosters engagement.***
- POLICIES & SYSTEMS** | I am aware of our policies & systems and know where to find this information.  
***These improve efficiency, poor use can have the opposite effect.***
- PROCRASTINATION RESET PLAN** | I notice my task avoidance and have strategies to reduce this.  
***Procrastination is not laziness. There is always a bigger cause.***
- PROTECTING TIME** | I understand how to protect my time and that of my colleagues.  
***Protecting your time allows you to use it more efficiently.***

**SCORE**

- 0–2 ticks: Good place to start. Pick one habit to focus on this month.
- 3–6 ticks: You're building strong foundations. Strengthen your systems.
- 7–8 ticks: You're operating with clarity and structure. Keep refining.

**Better Business Starts With You –  
March 2026**

**It's practical, relatable & designed for Solo Pro's & business owners wanting more clarity & less friction.**

