

Walmart  Business

# Spring Cleaning Business Guide

Take the time to declutter your space & mind



# Spring cleaning isn't only about tidying your space, but decluttering your business.

Take this as an opportunity to analyze what's been working & what needs improvement before you tackle the rest of the year. Use the springtime to reevaluate your goals, assess the past few months & prepare for what's ahead—from reprioritizing tasks & reworking your strategy to cleaning up your desktop, office & mind.



1

# Clean up your purchasing



Empower your team to get the things your business needs. Give them visibility into purchasing & allow them to combine orders, so it's not only on you. Use your time to focus on other priorities like dusting off your accounting books (tax season is around the corner).



Invoice	
Client: Joe >	
<b>\$325</b>	✓ Paid
Invoice	042401
3 items	
Menu and plate	
Photo product on white background	\$273.11
2x 18.25 each	
Photo Licensing	\$42.16
Product photo on white background	
2x 18.25 each	
Photo Licensing	\$26.00
Product photo on white background	
2x 18.25 each	
Subtotal	\$273.11
Tax	\$21.85
Total	\$325.00
Paid	\$325.00

Invoice				
Dear Ms Current Name, I authorize myself to make following Invoice:				
Num.	Qty	Units	Article No.	Goods/Service
1	1	pcs		Food photography for menu. Menu design on glossy cardboard double sided 50 pieces
1	33	pcs.		Single product photo on background
1	1	pcs.		Photo Licenses for Certificate
Total				
VAT 19%				
Total Amount Payable				

# 2

## Clean your office

You're more productive when everything around you is neat & tidy—use spring to start over. Take the time to deep clean your physical space by organizing office supplies, shredding out of date documents & sanitizing workstations.



# 3

# Clear your mind

Use this time to pause your mind & take time for yourself. Look for ways to reprioritize, delegate, invest in automating processes, build a solid team & empower them to take action. Book creative time for yourself & set up your priority business goals for the rest of the year.



# 4

## Clean up your digital presence



Your online space could use a deep clean, too. Delete old documents, change passwords & reorganize folders so your online business is tidy. Don't forget that your website is one of your most important sales tools, so be sure to give it a good scrub!



# Level up your shopping with a Walmart Business+ membership

As a member, you'll enjoy exclusive benefits to help you manage your time & make your budget go further.

Benefit	Walmart Business	Walmart Business+
Everyday low prices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 5 users per organization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Free shipping, no order minimum*		<input checked="" type="checkbox"/>
Free delivery from store, \$35 minimum**		<input checked="" type="checkbox"/>
Earn 2% in Walmart Business Rewards on orders \$250 or more***		<input checked="" type="checkbox"/>
Get time back with automatic delivery on eligible items*		<input checked="" type="checkbox"/>

\*Excludes Marketplace & oversized items, location & freight surcharges.

\*\*Restrictions apply. Additional fee applies for Express delivery.

\*\*\*Exclusion apply. See full terms for details.

# Checklist

Missed a spot? Stay on top of your cleaning schedule & get back to business.

## Clean up your purchasing

- Review & update your accounting policies & procedures.
- Identify issues or discrepancies in your accounting books & take the time to solve them now.
- Ensure you have your tax records from previous years organized.
- Research any new documentation or forms you might need during the year & get a head start.

## Clean your office (in person & online)

- Clean your computer desktop & external hard drive(s).
- Organize & clean your shared storage & physical file cabinets.
- Organize your Google bookmarks & folders.
- Review your tech equipment & use this time to allocate part of your budget to any needs or replacements.
- Deep clean & organize your physical store.
- Restock your office with basic needs & extra goodies—make sure your office is a place your employees can enjoy.

## Clean up your digital presence

- Refresh your content: delete any dated content to make space for new things that will add more value/tie to current trends.
- Add or remove services.
- Update your contact information.
- Check all links work correctly.
- Update social links.
- Survey customers to learn how you can improve user experience on your digital platforms & use this time to make changes or improvements to your website.
- Measure website analytics—how much time do people spend on your website? Are they checking out or just adding to their cart?
- Analyze your design & make changes (are your images, colors & interactive elements working?).
- Improve security measures (do you need to be GDPR compliant?).
- Restock on products.
- Ensure your online presence aligns with your physical one.

## Clear your mind

- Organize your calendar: move things around, remove others & delegate on your team.
- Add calendar reminders for recurring events & automate as many tasks as possible.
- Prioritize tasks & meetings that align with your 2023 goals.
- Mark all unread emails as read & move them into folders. Start fresh & get a handle on your priorities.
- Schedule time for yourself, including creating thinking blocks & self-care breaks.



# Priority matrix

With your tasks laid out in the checklist, it's time to prioritize based on what your business needs. Use the matrix below to decide which checklist items are the most important & which ones can wait.

	Urgent	Not Urgent
Important	Do	Decide
Not Important	Delegate	Delete



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