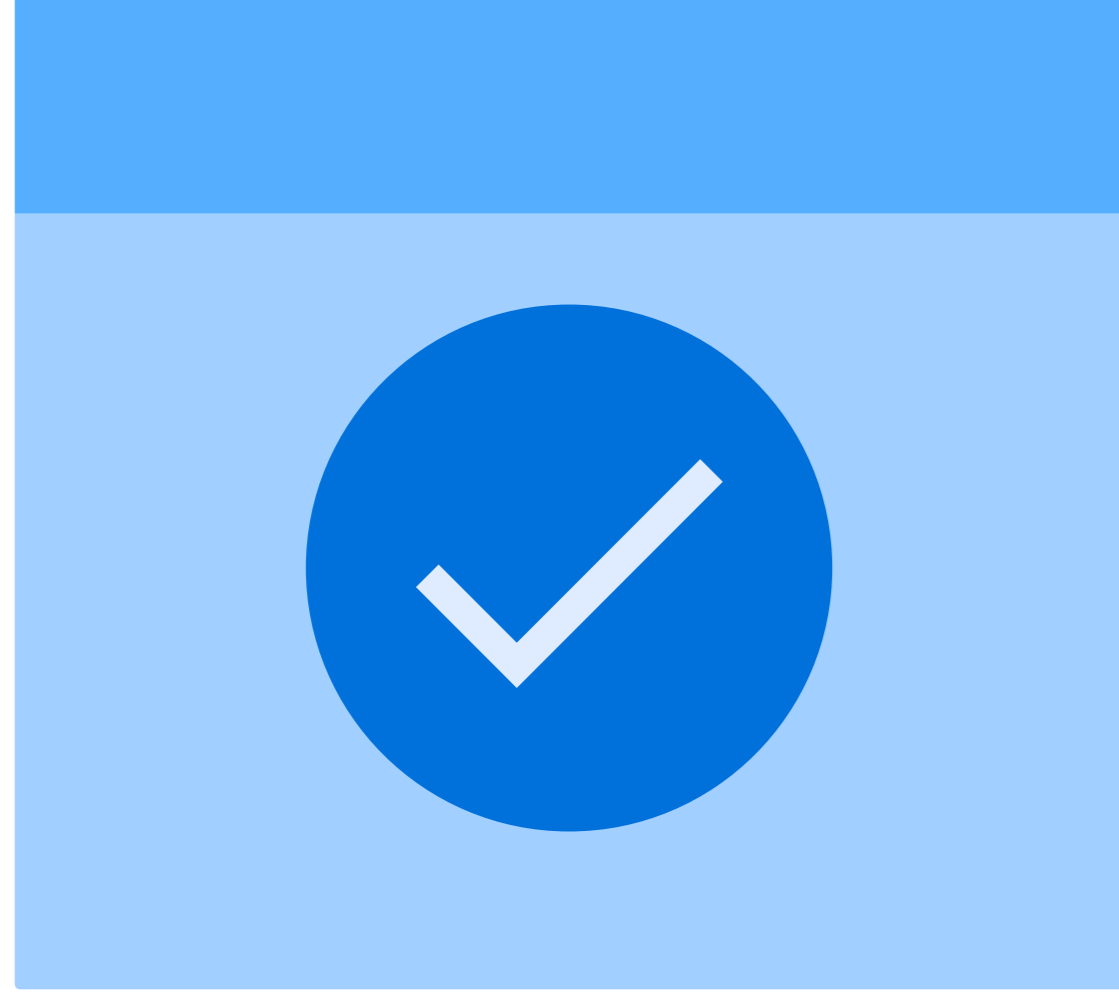


Walmart  Business

Business Priority Planning Guide

Map out key
organizational dates,
priorities & objectives.





No matter how busy you are, Walmart Business will help you focus on your mission.

Set your business up for success with our operational tips, planning prompts & helpful shopping features for organizations of all sizes. How will you use your plan to take your business to the next level?



1

Make paperless your new friend

From receipts & expense tracking to automated invoicing —look for tools that create their own papertrail, so you don't have to. You can start today, with centralized purchase history from up to five users in your Walmart Business account.



2

Put repetitive process on autopilot

Automating regular bill payments, moving repeat orders to subscriptions & having routine reports emailed to your inbox buys back valuable time for you to focus on more human priorities.

Don't worry—the robots won't take over completely, but embracing technology can deliver serious time savings.

Start by analyzing your calendar & to-do lists, looking for regularly recurring tasks. Next, look at the tools you already use & make sure you're not overlooking automated features. Lastly, if you can't automate, you might still be able to outsource. Create standard operating procedures for repeatable tasks & consider hiring a virtual assistant to follow them on your behalf.



3

Turn administrative headaches into habits

Does quarterly planning slow you down? How about seasonal staffing challenges? The best way to avoid unpredictable disruptions is to make preparation a part of your daily practice. Create a reusable quarterly plan checklist. Put seasonal prep on your calendar a year in advance & make it recurring. Suddenly, everything is more predictable & less painful.



4

Focus on details, while seeing the big picture

How do you keep track of every operational detail while setting a bold vision for your team? By empowering them to make decisions while keeping your visibility through reports—not micromanagement. Look for tools like shared purchase history to maintain control without becoming all-controlling.



Put Walmart Business to work for you

Your Walmart Business account is packed with useful features to make your business run smoother, saving you time & money.



Empower your team

Share payments, lists, addresses & purchase history across five users, so your team can get what they need, when they need it.

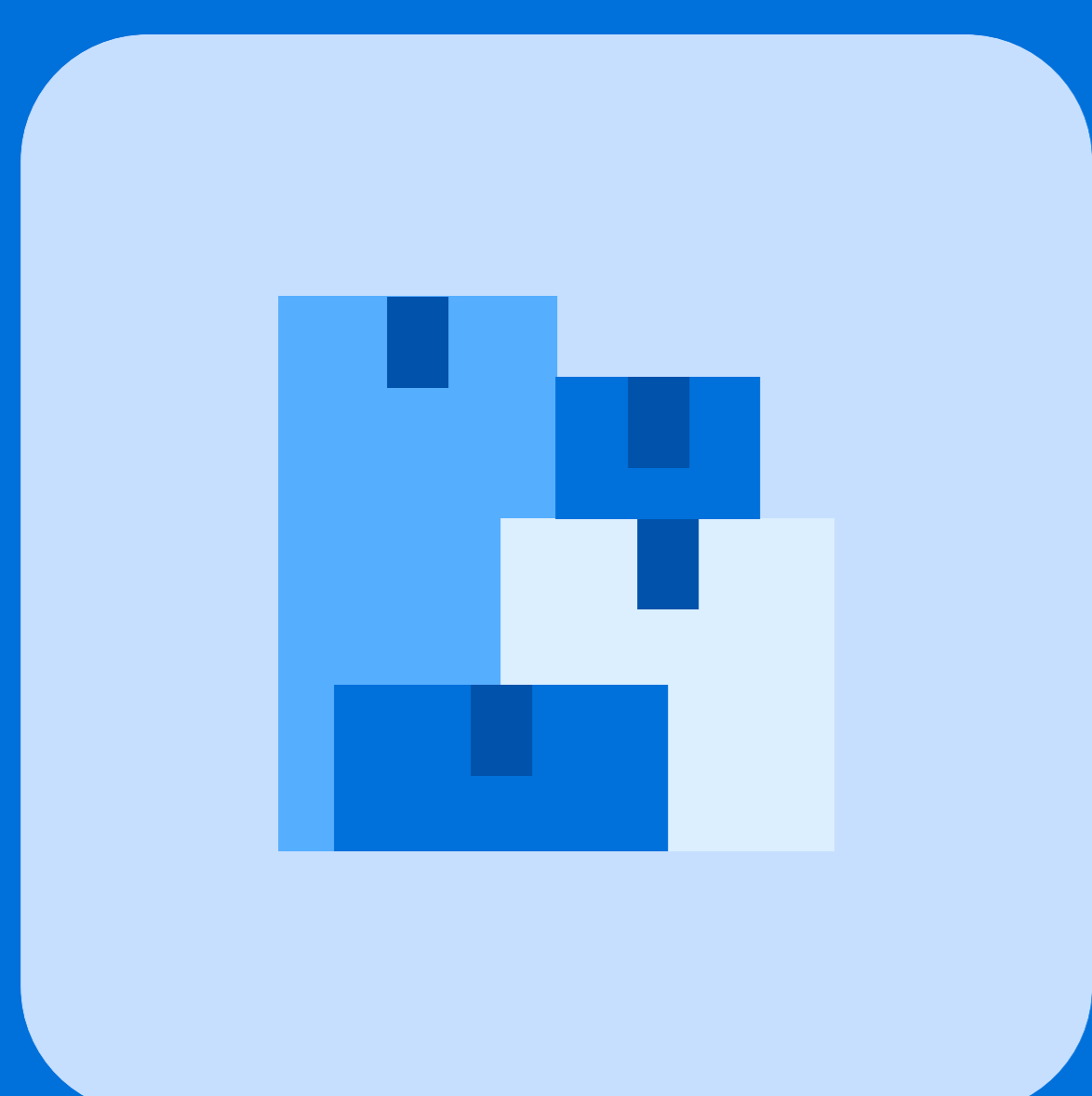


Walmart Business+ Rewards

Unlock more benefits with Walmart Business+, like free same-day delivery & pickup* & 2% back in Walmart Business Rewards on orders \$250 or more.**

* \$35 minimum order

**Rewards can only be used toward future Walmart Business purchases. Additional terms apply.



Shipping options to suit your needs

Get supplies on your schedule with same-day delivery, shipping or store pickup options.*

*Restrictions apply.



Save more with everyday low prices

Shop our broad assortment of products, neatly organized by need, to enjoy savings in every department.

Mark down your key dates

Every business has its ups & downs, but some are more predictable than others. Get a head start on the year by thinking ahead to these key moments in the year. How will they affect your organization?

Holidays

January

New Year's Day

Martin Luther King Day

February

Black History Month

Mardi Gras

Valentine's Day

Presidents' Day

March

St. Patrick's Day

March Madness

Easter Sunday

April

Earth Day

May

Cinco de Mayo

Mother's Day

Memorial Day

June

LGBTQ+ Pride Month

Father's Day

Juneteenth

July

Independence Day

September

Labor Day

Oktoberfest

October

Halloween

Columbus Day

November

Veterans Day

Thanksgiving

Black Friday

Cyber Monday

Small Business Saturday

Giving Tuesday

December

Hanukkah

Super Saturday

Christmas

Kwanzaa

New Year's Eve

Special Seasons

Winter

New Year Health Kick-off

Spring

Graduation

Summer

Back to School

Conferences

Deadlines

4/15 - Regular Tax

10/15 - Extended Tax

Open Enrollment

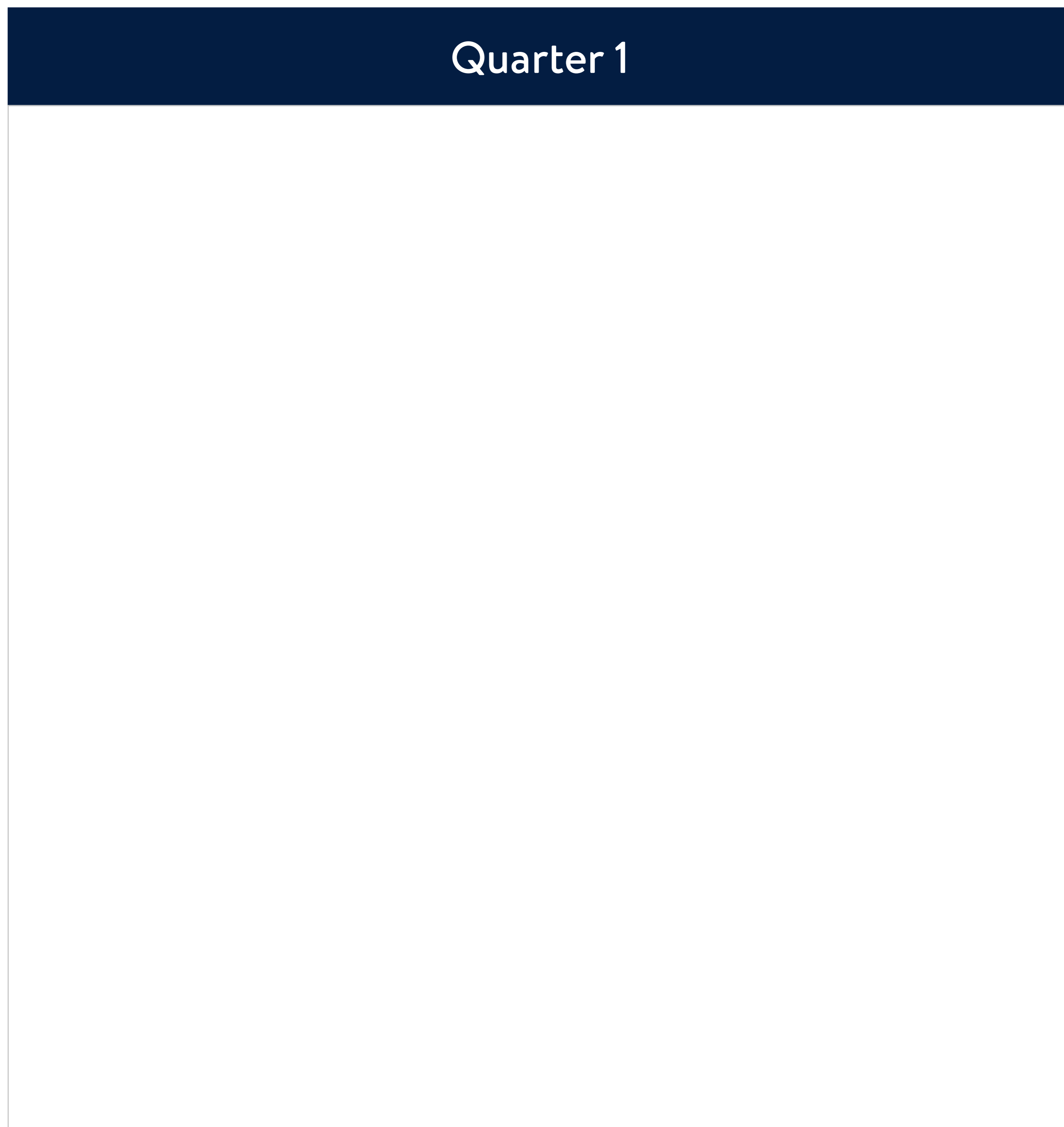
Awards Submissions

Grant Submissions

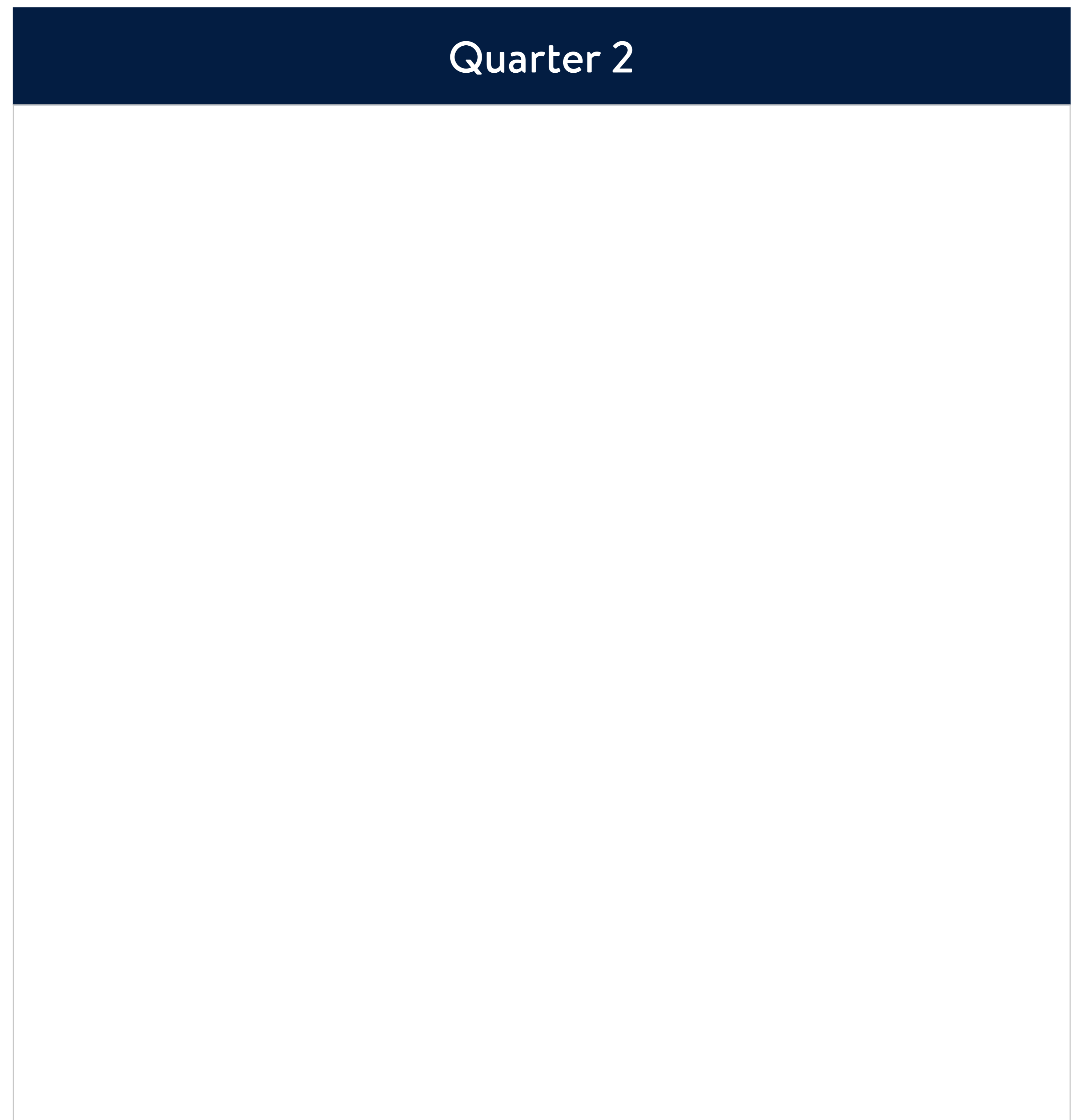
Build your business calendar

Plot the key moments that apply to your business. Use the previous page for inspiration, alongside any that are unique to your organization.

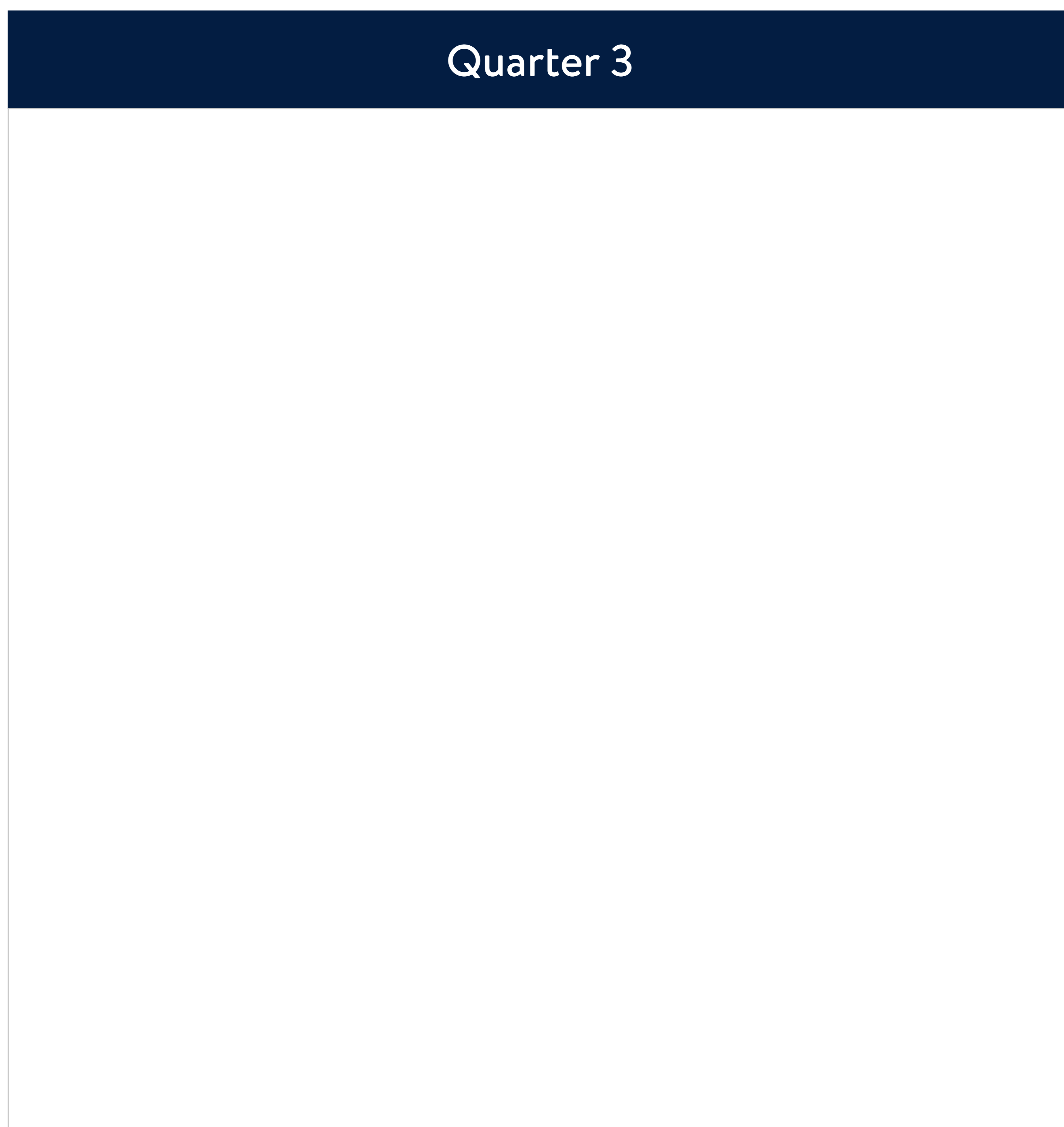
Quarter 1

A large, empty rectangular box with a thin grey border, intended for planning key moments for Quarter 1.

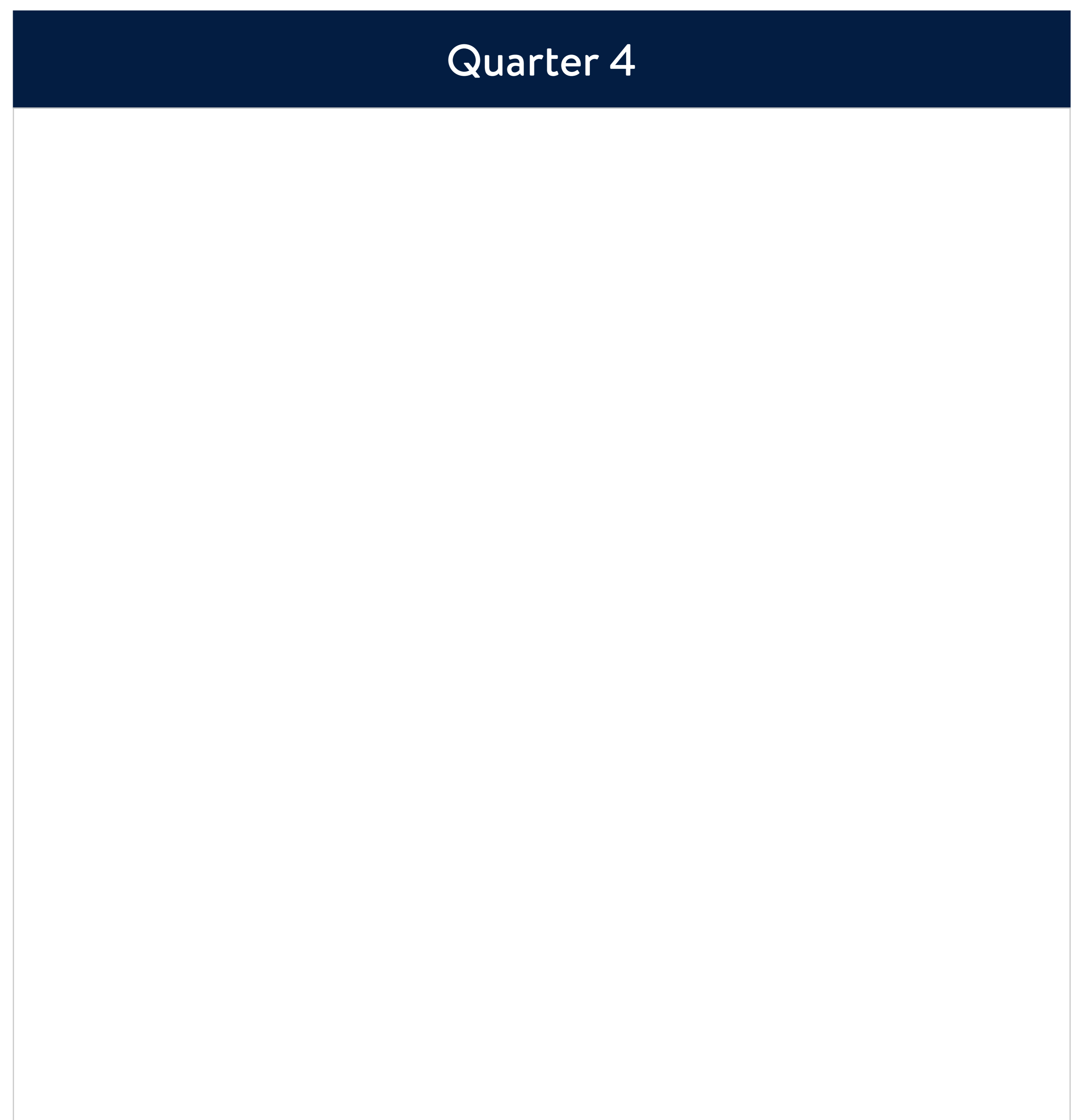
Quarter 2

A large, empty rectangular box with a thin grey border, intended for planning key moments for Quarter 2.

Quarter 3

A large, empty rectangular box with a thin grey border, intended for planning key moments for Quarter 3.

Quarter 4

A large, empty rectangular box with a thin grey border, intended for planning key moments for Quarter 4.

Business review

Review what's working & build a plan for the things that need to change in your organization. Think about the sections below. What will you start, stop & continue this year?

	Start	Stop	Continue
Operations			
Sales or customer service			
Marketing			
Finance			
Staffing or HR			
Other			

Goal checklist

Now that you've reviewed your business practices & looked ahead at the next year, you're ready to commit to goals. What will you achieve in the new year?

Operations

- _____
- _____
- _____
- _____
- _____

Sales or customer service

- _____
- _____
- _____
- _____
- _____

Marketing

- _____
- _____
- _____
- _____
- _____

Finance

- _____
- _____
- _____
- _____
- _____

Staffing or HR

- _____
- _____
- _____
- _____
- _____

Other

- _____
- _____
- _____
- _____
- _____

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