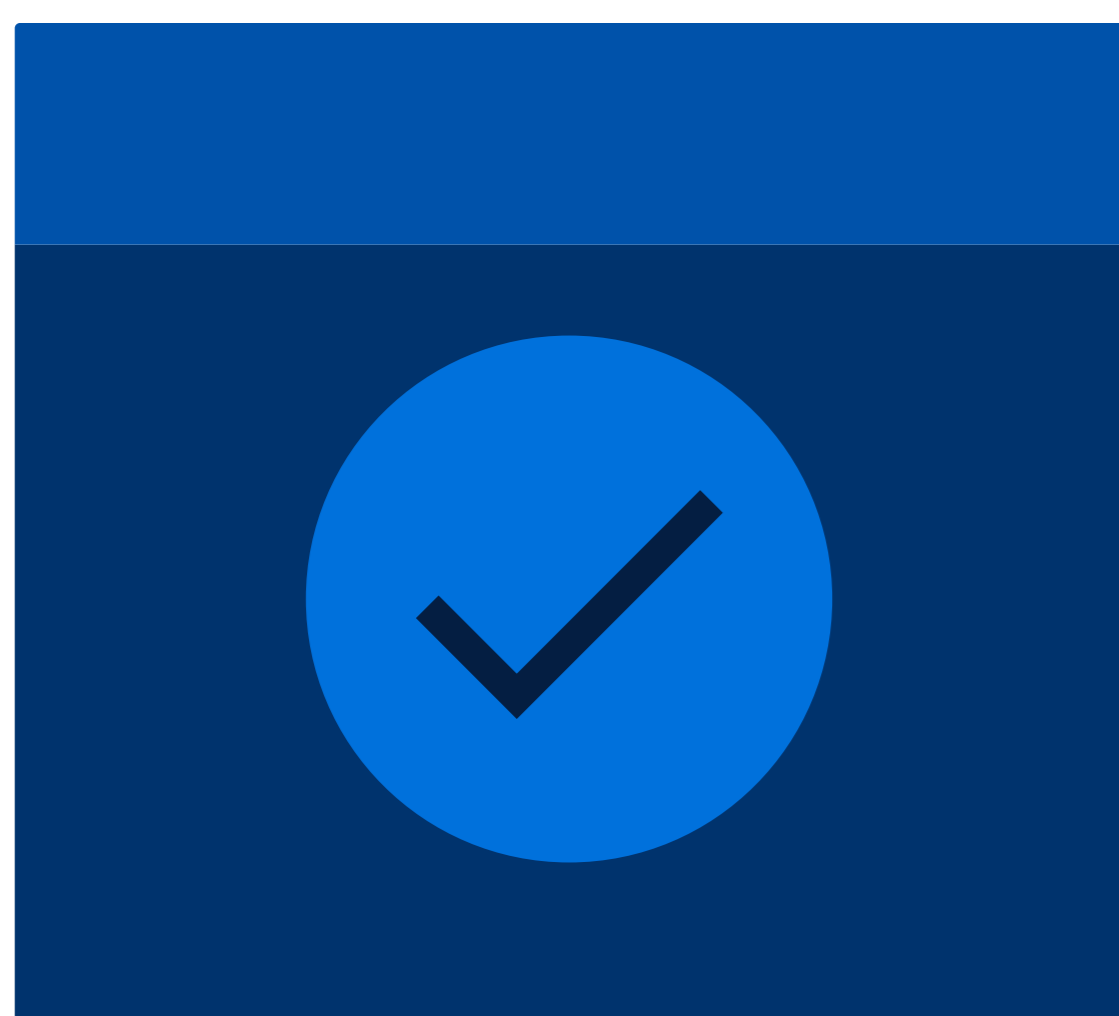


Walmart  Business

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.



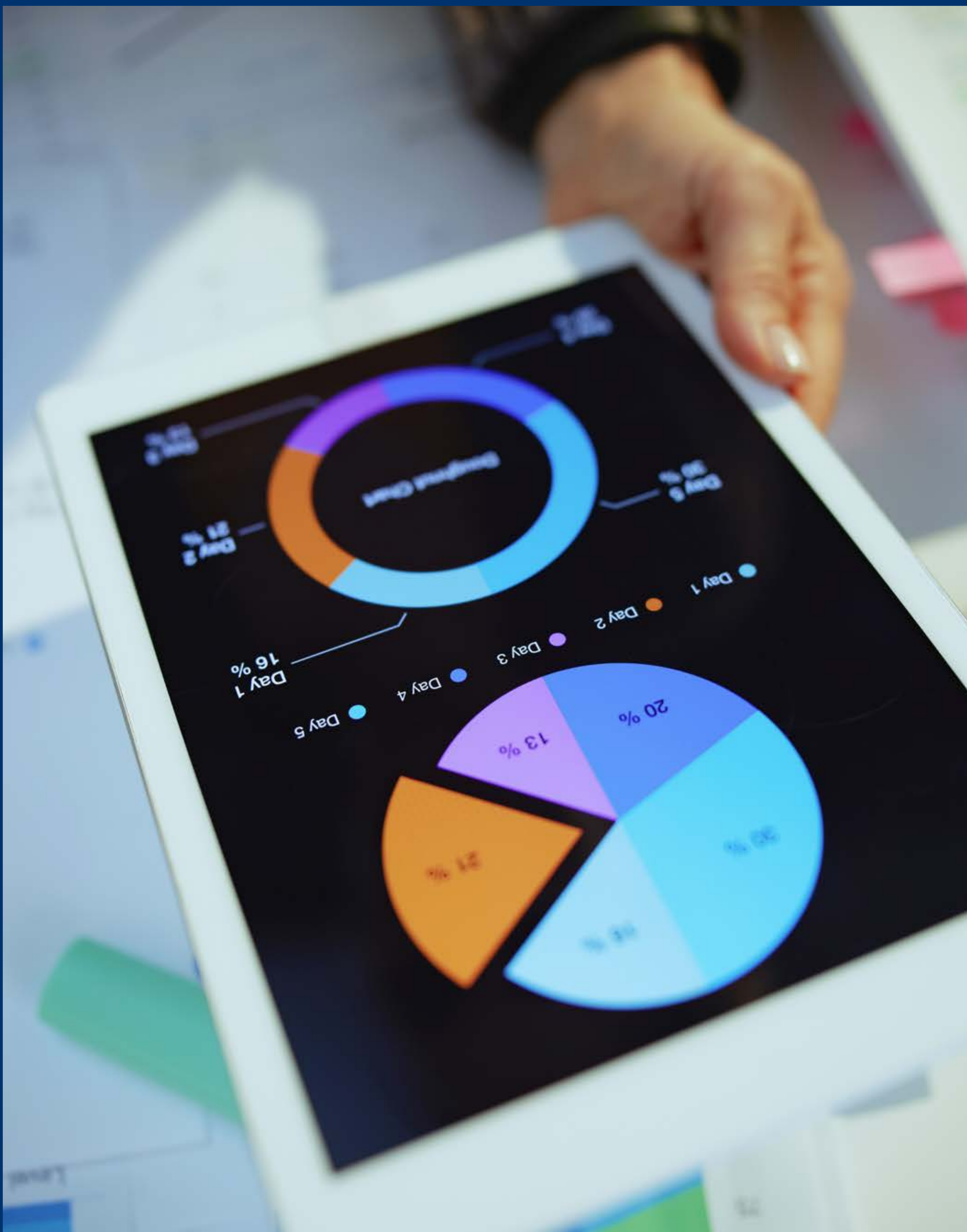
2

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.

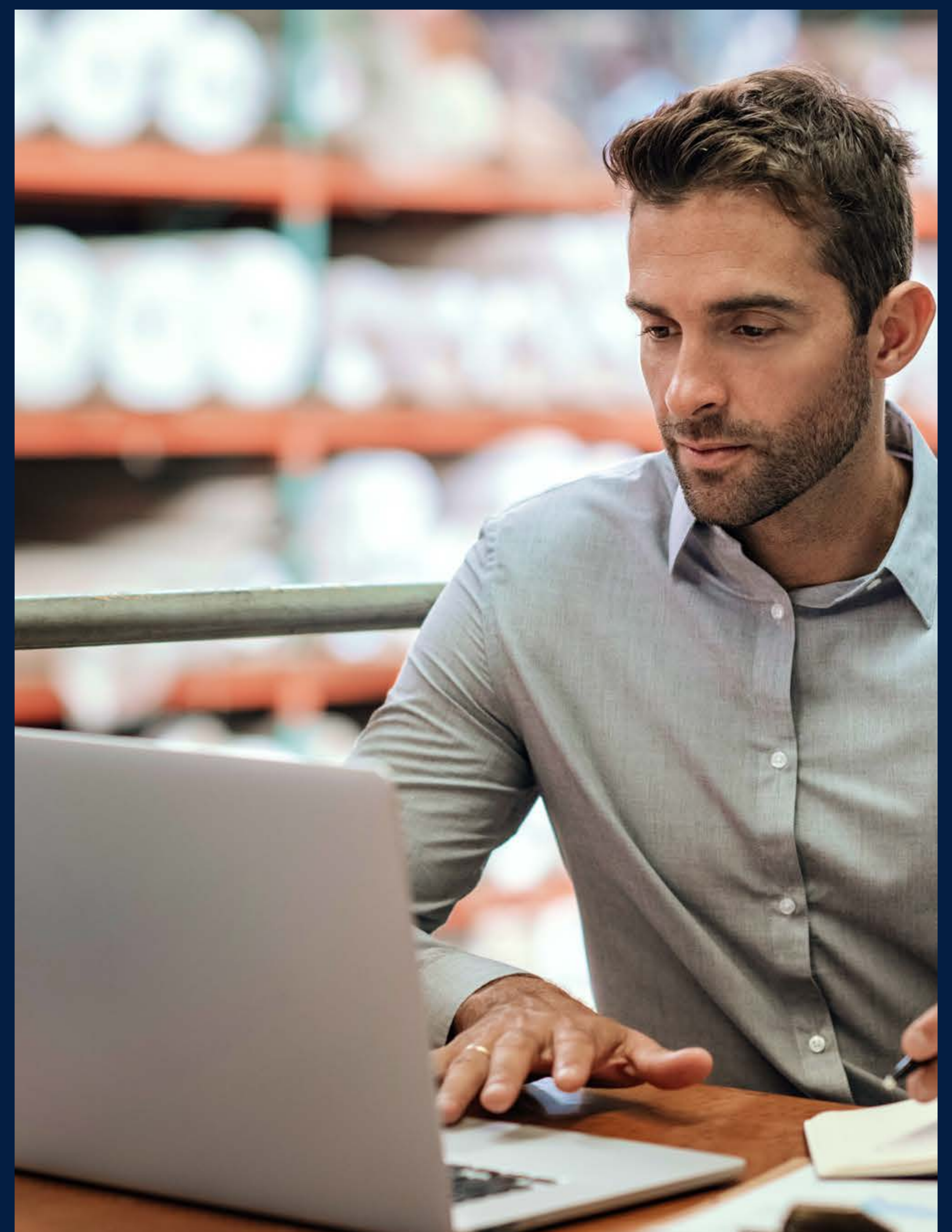
Start by analyzing your calendar & to-do lists, looking for regularly recurring tasks. Next, look at the tools you already use & make sure you're not overlooking automated features. Lastly, if you can't automate, you might still be able to outsource. Create standard operating procedures for repeatable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



3

Turn administrative headaches into habits

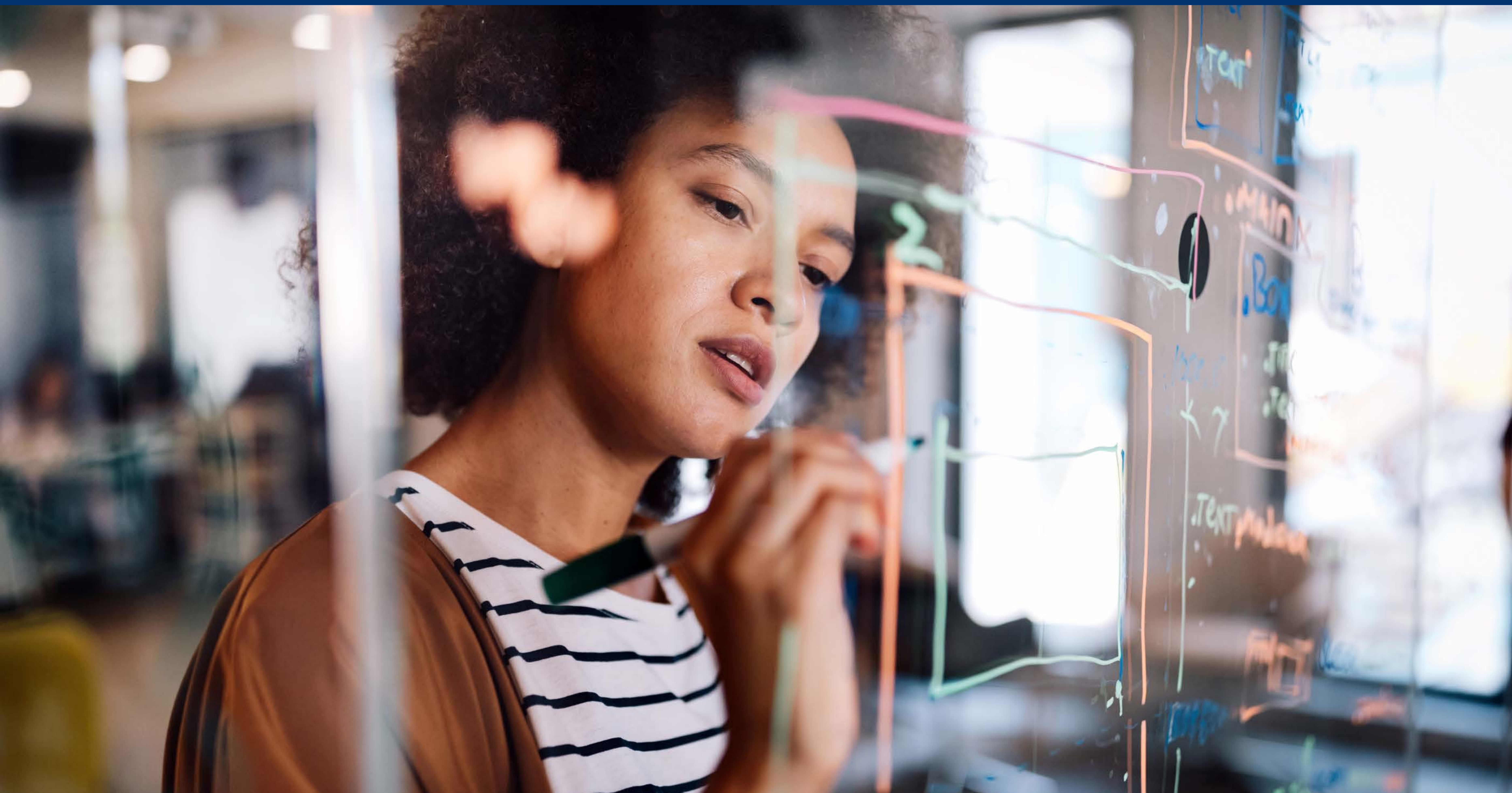
Does quarterly planning slow you down? How about seasonal staffing challenges? The best way to avoid unpredictable disruptions is to make preparation a part of your daily practice. Create a reusable quarterly plan checklist. Put seasonal prep on your calendar a year in advance & make it recurring. Suddenly,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



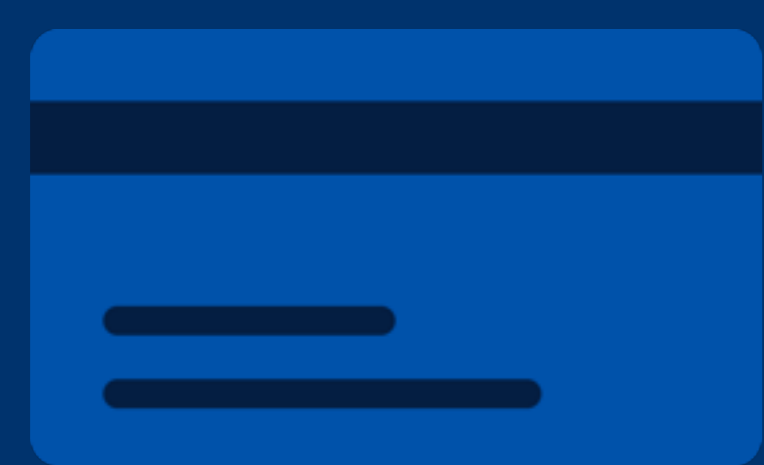
Put Walmart Business to work for you

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.

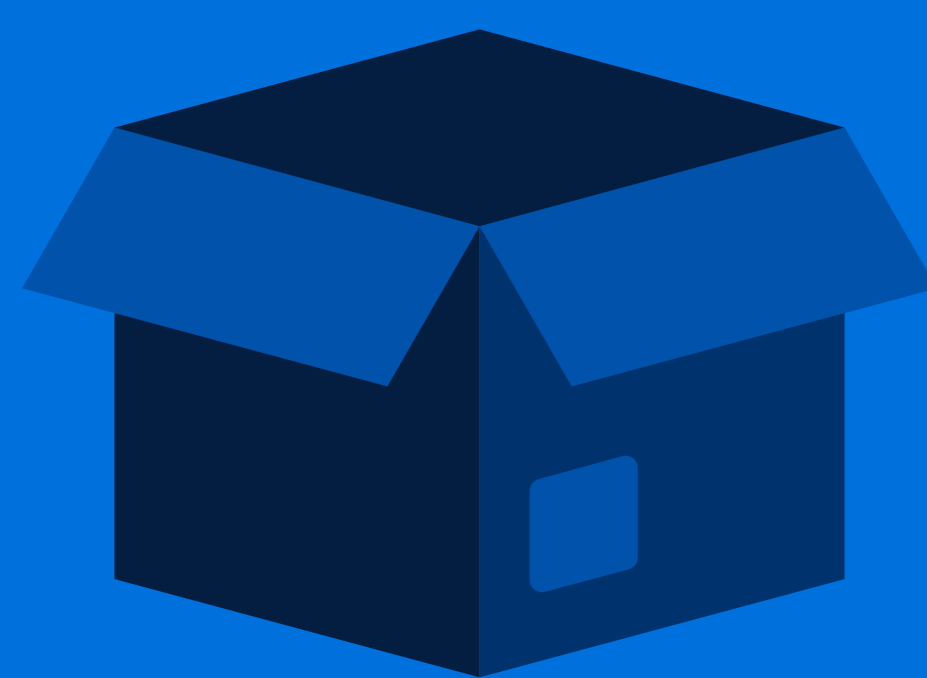


Walmart Business+ Rewards

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 2024. How will they affect your organization?

Holidays

January

1/1 - New Year's Day

1/15 - Martin Luther King Day

February

2/1 - Black History Month

2/13 - Mardi Gras

2/14 - Valentine's Day

2/19 - Presidents' Day

2/29 - Leap

March

3/17 - St. Patrick's Day

3/19 - March Madness

3/31 - Easter Sunday

April

4/22 - Earth Day

May

5/5 - Cinco de Mayo

5/12 - Mother's Day

5/27 - Memorial Day

June

6/1 - LGBTQ+ Pride Month

6/16 - Father's Day

6/19 - Juneteenth

July

7/4 - Independence Day

7/26 - Summer Olympics

September

9/2 - Labor Day

9/21 - Oktoberfest

October

10/31 - Halloween

10/14 - Columbus Day

November

11/5 - Presidential Election Day

11/11 - Veterans Day

11/28 - Thanksgiving

11/29 - Black Friday

11/30 - Small Business Saturday

December

12/2 - Cyber Monday

12/3 - Giving Tuesday

12/21 - Super Saturday

12/25 - Hanukkah

12/25 - Christmas

12/26 - Kwanzaa

12/31 - 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.

| January 2024 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| April 2024 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| February 2024 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| May 2024 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| March 2024 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2024 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

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.

| July 2024 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| October 2024 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| August 2024 | | | | | | |
|-------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2024 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| September 2024 | | | | | | |
|----------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| December 2024 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

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 2023?

Operations

- _____
- _____
- _____
- _____
- _____

Sales or customer service

- _____
- _____
- _____
- _____
- _____

Marketing

- _____
- _____
- _____
- _____
- _____

Finance

- _____
- _____
- _____
- _____
- _____

Staffing or HR

- _____
- _____
- _____
- _____
- _____

Other

- _____
- _____
- _____
- _____
- _____

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