

Getting Through COVID-19
with Your Business
and Your Humanity Intact

A CHECKLIST



FOUNDD LEGAL

Practical Steps for Maintaining Your Business

COMMUNICATE. Know what is expected of you from your employer and colleagues. If you're an employer, be sure your staff has all of the knowledge they need from you for a smooth transition, and make them aware you are here to support them and you're in it together.

ZOOM is wonderful for webinars and video conferencing, the only downside is you have to pay for extended sessions. That being said, if you have the means you can register and have sessions with hundreds of people!

SKYPE is a classic go-to option for video meetings and connecting, however the reach is a little more limited when it comes to the number of features compared to Zoom. But if you're looking for an option for a small business with limited funds, Skype is great!

RINGCENTRAL is also a great option for businesses looking for multiple phone lines as well as video meeting options and is pretty affordable, starting at \$14.99US a month.

Show solidarity to other small business owners

HELP EACH OTHER BY BUYING LOCAL

- Pantry
- Entertainment for the family
- Office supplies for your new home office
- Trade goods/exchange services to save money during a difficult time



CONNECTION AND TECHNOLOGY. A solid WIFI connection, email up and running and awesome apps will help you to stay organised and connected with your team:

SLACK is terrific for communicating with members of your team through messages and sharing documents and content via Google Drive or your computer.

TRELLO is a brilliant organisational tool that allows you to post boards and content in an organised manner, with room for labels, due dates, comments and more. We use it and it's fab!

MONDAY is similar to Trello but with a more streamlined layout, more of a spreadsheet feel and less of a notecards feel. The downside is you have to pay to unlock certain features (like privacy between work boards with multiple team members). But a great option for small companies that share all content or companies with a little more cash to spare.

USE HELLOSIGN, SIGNNOW OR DOCUSIGN to get those digital signatures for contracts and agreements.



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SPACE AND THINGS IN PLACE. Get the supplies you need to feel orderly and to help create a peaceful environment to work in. From mindset to your physical self and space, this is key for a productive work day from home.

- Pens and notebooks
- Desk organisers
- A comfortable chair or yoga ball to sit on.
Your favourite music, tea or scented candles to keep you inspired and ready to go
- Mindset is also a big part of staying motivated. Work toward a growth mindset and be open to learning, organising your days in new ways in these new and unfamiliar circumstances, take the time to do things you may not have had time for to stay inspired and on your toes.
- Keep your body feeling good and your mind will follow. [MadFit](#) and [Blogilates](#) have amazing, free online workouts if you want to push yourself, as well as calming stretches and exercises to assist with relaxation.



THERE ARE ALSO A NUMBER OF GREAT MINDFULNESS, CALM AND MEDITATION APPS TO ASSIST YOU DURING MORE CHALLENGING HOURS AND DAYS.

- The CALM APP for [Android](#) or [Apple](#) is extremely popular and has videos, sounds of the outdoors, music, daily calm sessions and even calm stories read by celebrities.
- HEADSPACE teaches you the skills you need to learn to meditate and be mindful, again both for [Apple](#) and [Android](#).



KEEP LEARNING. There are amazing courses out there, both free and paid, that you can be a part of to improve your skills, increase your knowledge and prepare you to absolutely shine as a business and entrepreneur.

- Improve your marketing A-Game with the [Idiello 30 Day Marketing Challenge](#). If you want to be an espresso-scented gazele, this is your jam!
- [Angela Henderson's 3 Day Challenge](#)
- [Pam Hird's 3 Day Challenge](#) to identify and discover if you are dealing with fatigue and how you can reduce this sense of exhaustion and improve your mood and wellbeing.

In these difficult times, we need to remain diligent in many ways, including our frame of mind and wellness.

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GET CREATIVE. Using some of those great video apps mentioned above or livestreaming on Instagram or Facebook, as a live performer or artist you can live stream shows for a low-cost ticket and keep people in isolation or who are socially distancing entertained!

RUNNING CLASSES ONLINE for a lesser fee, from art, dance or yoga to more practical courses like languages, marketing or maths, are very possible.

WEBINARS AND HANDOUTS are an easy way to stay on top of your game, and they can even help you connect to other businesses and form relationships you may never have formed in normal circumstances.



**We can work together
to make the best out of a
difficult situation.**

**Together, we will prevail.
And this too, shall pass.**

