**RECOVERY PLAN ACTION ITEMS**

These are action items to consider throughout the recovery process. Detailed information is provided in the COVID-19 Business Recovery Plan - www.angelo.edu/bizrecovery

| **Financing:** | ☐ Determine your needs  
☐ Seek appropriate funding sources  
☐ Communicate with current creditors |
| | ![Handshake Icon] |
| **Managing Employees:** | ☐ Reducing Hours  
☐ Plan for staffing needs  
☐ New employee training  
☐ Workforce Board /Solutions referrals for employees |
| | ![Person Icon] |
| **Cash Flow:** | ☐ Shortening inventory cycle  
☐ Reducing account receivables  
☐ Communicating with suppliers, banks, landlords |
| | ![Money Icon] |
| **Marketing:** | ☐ Advertising  
☐ Pricing & Discounts  
☐ Selling using alternative methods or channels  
☐ Leverage Google Tools |
| | ![Microphone Icon] |
| **E-Commerce:** | ☐ Review Website  
☐ Managing inventory |
| | ![Shopping Cart Icon] |
| **Mentoring:** | ☐ Seek assistance from business related services  
☐ Visit with your SBDC Advisor  
☐ Discuss your challenges with those in related fields |
| | ![Person Sitting Icon] |
| **Safety:** | ☐ COVID-19 Social Distancing  
☐ Employee safety - review or establish policies |
| | ![Hard Hat Icon] |

**ECONOMIC RECOVERY TASK FORCE:**

Information curated by ASU-SBDC on behalf of the Economic Recovery Task Force