

INVOICES & PAYMENTS

- ☐ Send all outstanding invoices and follow up any overdue payments
- ☐ Process any final payments to suppliers and contractors
- ☐ Reconcile your accounts and update your bookkeeping
- ☐ Set up any automated payments that need to process during closure
- ☐ Pay yourself if you're on a regular salary schedule

PAYROLL & TEAM/STAFF

- ☐ Communicate closure dates and expectations clearly to your team
- ☐ Confirm when everyone returns and any handover arrangements
- ☐ Process any final payroll for the year, if it is applicable to your business
- ☐ Confirm holiday pay and ensure everyone is paid correctly
- ☐ Remember to say 'thank you' and send seasonal wishes before closure

CLIENT CARE & COMMS

- ☐ Notify all clients of your closure dates well in advance and remind them
- ☐ Set up your out-of-office email responses with return date details
- ☐ Update voicemail messages with closure information
- ☐ Post closure dates on your website and social media
- ☐ Send/schedule a final email newsletter or update before closing

NURTURE YOUR NETWORK

- ☐ Send thank you messages to key clients, partners, and referrers
- ☐ Share holiday greetings with your business network
- ☐ Reach out to dormant contacts to reconnect and send best wishes
- ☐ Send gifts or cards to valued clients if that's your practice
- ☐ Connect with mentors or advisors before they close for holidays

PROJECT WRAP-UP

- ☐ Complete all urgent client work or reach agreed stopping points
- ☐ Send status updates on all your ongoing projects
- ☐ Create a list and deliver any promised work before closing
- ☐ Set clear expectations about response times during closure
- ☐ Schedule any necessary January follow-ups, tasks or meetings

MARKETING & PLANS

- ☐ Schedule social media posts for the closure period
- ☐ Prepare email newsletters or pause your sequence
- ☐ Plan and schedule any holiday promotional content
- ☐ Prepare content for January to hit the ground running
- ☐ Schedule a call in the New Year with Advantage VA to maximise marketing

YEAR END REVIEW

- ☐ Review your annual business goals and assess progress
- ☐ Analyse what worked and what didn't within your business in the past year
- ☐ Gather data on revenue, expenses, and profit margins
- ☐ Draft your Q1 action plan: Set goals and priorities for the coming year
- ☐ Take a moment to celebrate your wins and acknowledge your challenges

FINAL CHECKS

- ☐ Deep clean your office or workspace, declutter and prepare for 2026
- ☐ Create a "restart" checklist for when you return including any important info
- ☐ Set boundaries and plan to take time off - block it in your calendar
- ☐ Plan restorative self-care activities to care for and nourish yourself
- ☐ Don't forget to schedule a call with Advantage VA to support you in 2026