**Business Recovery Action List for [your business]**

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| **Executive Summary** |
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| **Critical risks to mitigate** |
| **Five most critical risks to mitigate:****1.****2.****3.****4.**5.  |

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| **Personal Budget** |
| **Actions that have or will be taken to reduce personal spending to minimise cashflow pressure on the business:** |

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| **Governance** |
| **Actions agreed to improve governance, planning and risk management in the future:** |

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| **Leadership** |
| **Actions that have or will be taken to improve the effectiveness of the leadership team to ensure team morale, engagement, communication and productivity is maintained:** |

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| **Products / services** |
| **Agreed changes / innovations / adaptations to our products and services to ensure our business recovers strongly:** |

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| **Operations** |
| **Agreed changes to the way we operate / deliver products or services to our customers:** |

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| **Marketing** |
| **Improvements / changes that have or will be made to our advertising and marketing activities:** |

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| **Sales** |
| **Changes which have or will be made to our sales processes, systems and targets:** |

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| **Human Resources** |
| **Changes that have or will be made to our organisation structure, roles and responsibilities:** |

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| **Finance** |
| **Actions that have or will be taken to reduce costs and improve cash reserves:** |

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| **Administration and Technology** |
| **Actions that have or will be taken to automate processes, increase efficiency and adopt technology:** |