



**BRITT ASSIST**

*THE CORE RESOURCE FOR QUALITY  
SERVICES AND SOLUTIONS*

**APRIL 2025**

## WELCOME TO OUR **MONTHLY ASSIST**

### *Tip of the month: Invest in a Business Hygienist*

Behind every polished brand is a solid back-end system that most people never see—but feel when it's missing. That's where a Business Hygienist comes in. Just like personal hygiene keeps you confident and ready, business hygiene ensures your operations are clean, consistent, and aligned with your goals.

Dive into the overlooked areas like outdated processes, disconnected teams, missing SOPs, and unclear accountability. The result? Revived momentum, smoother workflows, and a business that finally feels good on the inside and looks good on the outside!

*How do we do that, you ask? With our 4-step cleansing process.*

We're always listening. Whether it's a shoutout, a suggestion, or a subtle comment buried in a corner of the internet, we're paying attention on your behalf. We don't just check the usual places—we browse reviews from platforms you may have never even heard of. Why?



Because we believe every piece of feedback holds the power to help us grow. Your audience's insight helps us uncover fresh ways to better assist your business, exceed expectations, and keep your audience coming back for more.

### **NEW GUIDE ALERT!**

Download the 4- step  
Business Bath Guide on our  
website for **FREE!**

Add to your calendar:

**May 16<sup>th</sup> -18<sup>th</sup> 6:00 PM - 8:00 PM EDT**



This online series hosted on Zoom, featuring three nights filled with goal setting, refining practices, and strategies for staying vibrant and consistent in your industry.

**Register at <https://brittassist.com>**



**BRITT ASSIST**

*THE CORE RESOURCE FOR QUALITY  
SERVICES AND SOLUTIONS*

**APRIL 2025**

**Hygiene resource of the month: Have a checklist**

Not sure where to start cleaning up your operations? We've got you. This month's featured resource is our mini Business Hygiene Checklists—simple, but effective questions to help you spot what's working, what's missing, and what needs revision.

**Systems Check**

Do you have documented SOPs (standard operating procedures)?

Are you using automation to save time on repetitive tasks?

Is your file organization easy to navigate for your team?

Have you reviewed and updated your systems in the past 90 days?

**Client Experience Check**

Is your onboarding process clear and consistent?

Do clients know exactly what to expect at each stage?

Are you collecting and reviewing client feedback regularly?

Is your off-boarding process organized and memorable?

**Communication Flow Check**

Are your meeting rhythms (daily, weekly, monthly) intentional?

Are you using communication platforms (Slack, email, etc.) wisely?

Do your external messages (newsletters, social posts, updates) align with your brand tone?

**Accountability Structure Check**

Does everyone on your team have a clear role and responsibilities?

Are tasks and projects tracked and followed up on?

Are deadlines realistic and consistently met?

Do you conduct regular check-ins or performance reviews?

**@brittassist | For assistance or questions about this newsletter, contact us.**

**BRITTASSIST.COM**