



Owner absence continuity checklist

If you cannot work tomorrow, what must keep moving? Use this as a prompt — keep the live job and payment lists where you already work.

Write these down in your own place

Continuity pack should cover

1. Active jobs and the next promise on each
2. Urgent payments and how they get paid
3. Who can speak to customers
4. Who can manage urgent work
5. Priority suppliers and advisers
6. Where documents and banking info are stored

On this page

TRUSTED PERSON WHO KNOWS WHERE THE PACK IS

WHERE THE PACK LIVES (FOLDER, DRIVE, NOTEBOOK)

MOST URGENT JOB OR PAYMENT IF I AM AWAY TOMORROW

Make it findable

WHO I WILL TELL

UPDATE WHEN
