

# Small Business Owners' Toolkit

A series of handy tips for busy people.

## Are you spending too much on IT?

As a result of the ongoing global health crisis, UK businesses are dealing with major disruption and continued uncertainty. In times like these, it is important to stay lean, avoid overspending and take stock of your situation. Are you paying for products and services you no longer need? And are there new ones that would help you succeed in the current climate?

With this in mind, we've compiled a checklist to help you review your IT spend.

**Answer a few quick questions to see how your investment stacks up and where you could be making potential cost savings.**

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# 1

### Are you regularly auditing your IT bills? (YES/NO)

Watch out for billing errors: IT contracts are notoriously complex, and undiscovered inconsistencies could easily be repeated, leading to regular overspending.

*Tip: Look for providers that provide clearly defined service descriptions and as much transparency as you need.*

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# 2

### Do you check for unused software licenses, and either cancel or reallocate them for new users? (YES/NO)

Avoid paying for unnecessary licenses: Many businesses pay for more than they use.

*Tip: Consider IT providers that offer a management or admin portal that gives you a clear view of your licenses and usage.*

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# 3

### Have you considered streamlining your IT suppliers? (YES/NO)

Simplify your IT estate: If you have multiple IT suppliers, you may find that their products and services overlap, and admin becomes more costly.

*Tip: Many providers now offer a range of related services. Take a look at their website for a quick review.*

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# 4

## As times change, so may your business needs. Have you considered add-on services from your current providers? (YES/NO)

Make the most of your connections.

*Tip: If you're looking for a new IT solution, an add on service from your current provider may be more cost-effective than purchasing a product or service from a new supplier.*

# 5

## Have you considered enabling employees to work securely from their own devices? (YES/NO)

Encourage BYOD: If employees use their own devices, you'll save the cost of regular hardware updates – though you'll need to offer the appropriate IT support and security.

*Tip: With BYOD, employees are more familiar with their work device, which can often increase productivity.*

# 6

## Are you currently using cloud-based applications and tools? (YES/NO)

Choose scalable solutions: In times of uncertainty, you need solutions that grow or shrink with you, such as communications tools including voice, video and chat functionality for your users. This means you only ever pay for what you use.

*Tip: With the nature of cloud-based applications, you are not tied into lengthy and costly contracts, give it a go!*

### The results! How many did you answer 'yes' to?

**0-2:** It looks like you're not optimising your IT investments. A thorough review of your IT estate and spending would put you in a stronger position to make cost savings moving forward.

**3-4:** You're working towards ensuring you receive good value from your IT spend – but there may be further opportunities to make savings or make better use of the resources you have.

**5-6:** Congratulations – you're doing a great job of optimising your IT spend and allocating resources where they are most effective.

If you'd like to know more about how to streamline your communications, grow customer engagement and save

money at the same time, download our eBook: [Connect Everywhere: Enterprise-Grade Communications for Businesses of Any Size](#).

### Here are a few other things you can do to stay focused on your goals.

- If you'd like to get more bite-sized knowledge for your toolkit.
  - Like and follow our 8x8 social media pages so you don't miss out on the next handy instalment of advice and tips.
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