

# Section 1: The “I Forgot This Again” Year-End Checklist

## 57 Sneaky Tasks Most EAs (and CEOs) Miss Until January Panic Hits

Copy this into [Google Sheets \(template for you HERE\)](#), Notion, Trello, or print it.

Add columns for "Assigned To," "Deadline," and "Status."

Color-code:  Red (Only You) |  Yellow (Delegate w/ Guidance) |  Green (Anyone Can Do)

### Finance & Expenses

- Pull final 2025 corporate card statements for tax prep
- Chase every missing receipt (including CEO's random \$9.99 subscriptions)
- Reconcile petty cash
- Final call: all 2025 reimbursements & invoices submitted
- Review & cancel/renew recurring subscriptions before Jan 1 auto-renew
- Collect fresh W-9s from every vendor paid >\$600 in 2025
- Export full-year expense reports for accountant
- Send final FSA/HSA “use it or lose it” reminder + deadline

### HR & Benefits

- Open enrollment reminders (if your benefits year = calendar year)
- Collect 2026 401(k) contribution changes
- Remind team about vacation/PTO that expires Dec 31
- Update emergency contact forms for whole company
- Export 2025 payroll reports for accountant
- Confirm all 2025 bonuses are queued in payroll system

### IT & Systems

- Force password resets on anything expiring Jan 1
- Archive/delete old shared drives per retention policy
- Renew domains / SSL certificates expiring in Q1 2026
- Export & update 2026 email signatures (titles + year)
- Run software license audit (Adobe, Zoom, Slack seats, etc.)
- Back up CEO/exec laptops & phones to external drive
- Cancel unused seats before they auto-renew

### Legal & Compliance

- File Beneficial Ownership Information (BOI) report if required
- Update registered agent info if address changed in 2025
- Collect updated insurance certificates from vendors/contractors
- Remind exec team to log 2025 charitable donations for tax receipts

## Office & Physical Space

- Book 2026 shredding pickup
- Deep-clean (or schedule) office fridge, supply closet, coffee station
- Inventory & reorder business cards / stationery with 2026 date
- Update office signage if titles or locations changed
- Ship any holiday gifts/cards still sitting on your desk
- Return borrowed equipment (projectors, chargers, etc.)

## CEO / Exec Personal

- Book CEO's 2026 physical, dentist, optometrist
- Pull 2025 mileage log for tax deduction / car allowance
- Send (or print & mail) CEO's personal holiday cards
- Update CEO bio + headshot on website & LinkedIn
- Export CEO's 2025 continuing education credits

## Planning & Strategy

- Collect 2026 goals / OKRs from team for Q1 planning
- Send calendar holds for January kick-off / off-site
- Update all recurring meetings with 2026 dates
- Archive 2025 project folders → create 2026 templates
- Export & dedupe full-year CRM data
- Pull company LinkedIn analytics for annual report

## Clients & Vendors

- Send "thank you + happy holidays" note to top 10 clients/vendors
- Confirm 2026 retainer agreements are signed
- Update vendor payment terms if rates changed

## The Random Ones That Always Bite You in January

- Change office voicemail greeting from holiday message
- Update copyright year in website footer to © 2026
- Order 2026 wall calendars / planners for exec team
- Cancel any 2025 conference registrations that rolled over
- Empty (or donate) the office lost-and-found
- Update emergency evacuation map if seating changed
- Reprogram thermostats / lights for holiday shut-down
- Export Slack/Teams channels you want to keep forever
- Pull final 2025 website / Google / social analytics
- Send yourself a "Future Me" email with logins & 2025 lessons
- Delete everyone's 2025 out-of-office auto-replies
- Take a team holiday lunch photo (finally!)

**Quick-Start Tip:** Brain-dump your own tasks first, then run the 3-Question Script (next section) on each one. Delegate 60-80% today!