

WEEKLY BUSINESS CHECKLIST

Daily

- | | | |
|---|--------------------------------|--------------------------------|
| <input type="checkbox"/> — Check emails — | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> — Check socials — | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> — Check stats — | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> — Renew listings — | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> — Check reviews — | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Creation

- Plan product —
- Organise materials —
- Make prototype —
- _____
- _____
- _____
- _____

Orders

- Send thank yous —
- Make orders —
- Pack orders —
- Send notifications —
- _____
- _____
- _____

Listing

- Take photos —
- Edit photos —
- Keyword research —
- Write description —
- Create listing —
- Update SEO —
- _____

Admin

- Bookkeeping —
- Website —
- Bills —
- Cleaning —
- _____
- _____
- _____

Marketing

- Instagram —
- Pinterest —
- Facebook —
- Tiktok —
- _____
- _____
- _____

Education

- Research —
- TC Workshop —
- TC Call/Chat —
- Podcast —
- _____
- _____
- _____