



Routine Tasks for Successful Entrepreneurs

DAILY

- Self Care
- Spend time w/Family, Friends, & Loved Ones
- Plan your Tomorrow
- Set Yourself Up for Healthy Habits
- Check in with your money
- Check Social Media
- Check Current News and Trends
- Prospect for New Clients
- Open Your Mail

WEEKLY

- Schedule Work Blocks
- Set Weekly Goals
- Social Media Strategy
- Content Creation
- Payroll
- Record Transactions
- Prepare Invoices
- Networking
- Learning
- In-box ZERO!
- Say Thank You

MONTHLY

- Review Business Plan
- Track Progress
- Financial Review
- Reconcile Statements
- Website Maintenance - updates
- Back up hard drive!
- Follow Up
- Give Back

YEARLY

- Inventory Review
- Annual Performance
- Review Insurance Policies
- End of Year Accounts
- File and Pay Taxes *quarterly