

Stat Tracker

DATE	VIEWS	FAVORITES	ORDERS	REVENUE	DISCOUNT?	PROMOTED?
					Y/N	Y/N
					Y/N	Y/N
					Y/N	Y/N

Coupon Code Tracker

COUPON CODE	VALUE	START DATE	END DATE	# REDEEMED	NOTES

Ad Tracker

START DATE	END DATE	AD SPACE	AD SIZE	\$	# WAYS

MY business

BUSINESS GOALS FOR:

1. _____
2. _____
3. _____

Shop planner

New Ideas

To Do List

daily to do

To Do List

new order check

Order No: _____

Item: _____

Provide Anticipated Ship Date

Customization Required

Questions/info for Customer

Ready to Ship

Shipped via

Tracking #

Provided Customer w

Tracking #

Close Order

Send Thank You (Coupon)

Renew Listing?

Log Completed Order

Follow-up / Ask for Review

Review Received

September

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

tasks

tasks

Daily

Weekly

year end review

daily plan

New Ideas

To Do List

Promotions / Coupons

Social Media

This Happened!

weekly stats

WEEK 1

Shop Views Order Rec'd Open Favorites Listings Shop

Sales: \$ Fees: \$ Shipping: \$ Taxes/VAT: \$ Revenue: \$

Notes

WEEK 2

Shop Views Order Rec'd Open

Etsy Deposits

DATE	Deposit Amount	\$ Balance	Notes

year stats for

Month	\$	\$	Total	Month	EXPENSE TOTAL \$

MY shop GOALS

SHOP GOALS FOR:

new product idea

income vs expense

Etsy Statement

DATE

Month	\$ Sales/Credits	\$ Fees/Taxes	\$ Other Expenses	\$ Balance

order form

Date

Order Number

Customer Name

Ship To

Special Instructions

listing planner

Etsy Business Planner

A5 / Half Page

Letter / A4