

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Notes: _____ _____ _____ _____ _____ _____						1  Create a business planner to organize all of your business schedules, lists and paperwork.
2  <b>DESIGNATE A WORKSPACE. ADD PERSONAL TOUCHES AND DECOR TO MAKE IT YOURS.</b>	3  Create a To Do list for this month. What do you want to accomplish? What commitments have you made?	4  Create a Weekly Schedule to help you stay on top of tasks throughout your week.	5  <b>ORGANIZE YOUR COMPUTER FILES. TRASH ANYTHING YOU DON'T NEED.</b>	6  Create a list of long-term business goals. Where do you see your business at this time next year?	7  Do you have all the supplies you need to organize? If not, go shopping or place an order.	8  Make a list of your business strengths and weaknesses. What areas do you need to improve on?
9  Work on improving one of your weak areas today.	10  Cut down on paper clutter. Go through all your paperwork and recycle anything you don't need.	11  Create a filing system for paperwork like order invoices and anything that does not fit in your planner.	12  Setup <b>Google Analytics</b> for your website or blog. This tool can really help your business grow.	13  <b>PRINT OUT A SOCIAL MEDIA CALENDAR (OR MAKE ONE) AND USE IT. BE CONSISTENT AND POST REGULARLY.</b>	14  Treat yourself to some business cards. Make sure they reflect your style. You'll feel like a professional.	15  Put together a list of all your business contacts. This could be suppliers, clients or peers.
16  Take inventory of your products and supplies. Do you need to order anything? Do this regularly.	17  If you're not already tracking your expenses start now. Keep a record of all your purchases and fees.	18  Create a pouch or folder for your business planner to hold all of your receipts.	19  <b>SEARCH FOR AND FOLLOW WEBSITES AND BLOGS SIMILAR TO YOURS. TAKE NOTES AND USE THEM TO MAKE IMPROVEMENTS.</b>	20  Connect with others in your niche by following their blog or social media or by contacting them directly.	21  Organize your business email account. Clear the spam folder and sort emails you need to hang onto.	22  Design an attractive email signature. Be sure you're including all your contact info every time you click send.