

- // // Spread the tasks out over the 4 weeks of the month.  
Photocopy 12 times for each month.
- // // Keep this in your workspace and tick off as you go.

		E.G.	WEEK	DONE
<b>GOALS</b>			1	X
<b>PERSONAL</b>	Set at least one personal goal this month			
<b>BUSINESS</b>	Set 3 goals will help you achieve the business you want			
<b>REVIEW</b>	Review last months goals. What did/didn't work, any changes, etc.			
<b>ACCOUNTING</b>				
<b>RECORD KEEPING</b>	Enter in or tick off this months transactions			
<b>REPORTS</b>	Print out P&L and quick comparison to last month and file Print out Debtors report and follow up late payments			
<b>EXPENSES</b>	Pay all accounts at one time for the upcoming month			
<b>REVENUE</b>	Gather receipts, put in an envelope for the month & file Send out invoices Follow up late payments Check Deposits have been received			
<b>CUSTOMER SERVICE</b>				
<b>NEWSLETTER</b>	Send out with a few bits of information & links to your blog or SM posts			
<b>FOLLOW UP</b>	With slow replying clients or those waiting on information			
<b>WELCOME</b>	Welcome emails all sent out to those that have paid a deposit			
<b>SOCIAL MEDIA</b>				
<b>INSTAGRAM</b>	Create & schedule at least 2 posts a week for the next month			
<b>FACEBOOK</b>	Create & schedule at least 2 posts a week for the next month			
<b>PINTEREST</b>	Post at least one wedding a month			
<b>BLOG</b>	Write 2-4 blogs and schedule them to go out once a fortnight/week			
<b>UP COMING WEDDINGS REVIEW</b>				
<b>STOCK</b>	Double check stock required for next months weddings			
<b>PREPARATION</b>	Check your Prep routine has happened for each wedding			
<b>PURCHASE</b>	Anything you need for next months weddings			
<b>FINAL PAYMENTS</b>	Check received for next months weddings & follow up if not			