

BUSINESS PLANNING

January, Week # _____

TO DO

- Check all online settings enable ones for online updates
- make a social network update
- find & work on one free marketing initiative

GOALS

- _____
- _____
- _____
- _____

This week's Focus:

Create business profile description

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Efficiently Leverage Current Activities

- 1. _____
- 2. _____
- 3. _____
- 4. _____

End of week...

- Ship all orders? Capture feedback if needed?
- Seller feedback: 1. _____ by _____
- File & record business receipts?
- Update customer contact log from orders
- 1. _____

This week's Close Out:

