

WEEKLY

- Plan the following week
- Clean out inboxes
- Send timesheets
- Write and schedule blog post
- Clean out Downloads folder
- Tidy desktop

BI-MONTHLY

- Bookkeeping
- Back up files to hard drive
- Computer updates

MONTHLY

- Review email marketing analytics
- Review social media analytics
- Review Google Analytics
- Clean up Canva folders
- Check for duplicate passwords in password saver
- Invoices

QUARTERLY

- Clean up Pinterest boards
- Re-purpose content
- Match file structure in Drive, Evernote, and computer
- Clean up files, folders, + subfolders
- Plan content calendar for next quarter
- Plan social media content for next quarter

BI-ANNUALLY

- Clean up social media profiles
- Clean up web browser bookmarks
- Computer + phone notifications/ distractions audit
- Productivity audit
- Archive outdated files
- Review welcome email sequence to see if updates needed
- Review website's Terms + Conditions

ANNUALLY

- Team appreciation gifts
- Client appreciation gifts
- Map out business plan
- Map out monthly themes/areas of focus
- Map out goals
- Map out tentative launch dates
- Map out courses to take