Daily to-do sheet for Direct Sellers or Small Businesses

Social Media	Daily Chores		Income(sales)
We live in a social media wild fire right now, keeping up with your community is very	Those of us who work from home and are unable to hire help still need to keep up with our daily tasks, if you live with someone else who also works from home, split these tasks evenly. I find that doing these daily keep me from getting overwhelmed and also bust through any creativity blocks.		Who or Style? Amount Thanks
important. Just as you can get lost on social media and waste too much time trying to			0
keep up, the opposite end of the spectrum is just as likely to happen. Every box on this list			0
applies to a new post on your account, do not forget to show your personality, give hints			0
and tips on how to use your product, and	Laundry (put away)	\bigcirc	0
mostly importantly be real and honest. (Do not Spam, everyone hates spam)	Dishes	\bigcirc	0
AM Noon PM	Sweep	\bigcirc	0
Instagram () ()	1		0
FB Group O O	Wipe bathrooms	\circ	0
FBPage O	Organize Desk	\bigcirc	0
Twitter 000000	Straighten Inventory	\bigcirc	0
		\bigcirc	
Pinterest 000000		-	0
Blog Post O		0	0
			Did you send a thank you note? Thank you notes seem like a small thing but they make a big impact all for the price of a stamp. Total Income
Self Care	Goal for the month		Expenses
Shower O Meditate O			Who? Amount
Focus O Vitamins/Meds O			
Workout O Improvement O			
0 0			
Self care as small business owners is the most overlooked, we push ourselves to succeed and our health and relationships get the shaft, improvement can include reading a great book, taking a class, talking to a therapist, or even calling someone you love. Tomorrow will	Our goals help us to chart our success, if you make small moves towards your goal every day you will find yourself succeeding before you even try.		Don't toss your receipts! Print online purchases, take a photo of heat printed receipts, and keep them for taxes. Total Earned or Spent \$

Date _____ Todays Project _____

As with any daily planner, this is just a suggestion as to what works for me. I bve having everything organized in one place so I can work on what really matters. Love, Saebbe

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