

Below is a big list of tasks. Print out this PDF, and circle the tasks that you have to do each week.

Use the 2nd page to categorize all of your tasks by type in the boxes given. You can organize your tasks however it makes sense to you. You might put all “computer tasks” in one box, or all “outside the home” tasks in one box.

Use the last page to come up with your brand new, super-productive weekly schedule. Insert 1 category (from page 2) into each time box. Better yet, see if you can dedicate one full day to only one category for maximum productivity.

Business Tasks:

Check Email
Write Blog Posts
Images for Blog Posts
Schedule Blog Posts
Plan an Editorial Calendar
Marketing
PR
Social Media Post Creation
Social Media Posting / Scheduling
Sending Emails / Newsletters
Meeting With Clients
Phone Calls With Clients

Online Shop Tasks:

Product Design
Product Development
Ordering / Creating Samples
Choosing Suppliers & Materials
Photographing Products
Writing Product Descriptions
Adding Product Listings
Filling Orders
Customer Service
Post Office Order Drop-Off

Housework:

Laundry
Dishes
Counters
Trash
Bathroom
Kitchen
Dusting
Vacuuming
Mopping

Health:

Meal prep
Gym
Fitness Classes
Cooking

Errands:

Groceries
Bank
Doctor appointments
Post Office
Car Wash
Pharmacy

Hobbies & Leisure Time:

Watch TV
Browse the web
Hang out with family
Walk the dog
Go to the movies
Classes & learning
Reading

Any Other Tasks:

Category No. 1 _____

Category No. 2 _____

Category No. 3 _____

Category No. 4 _____

Category No. 5 _____

Category No. 6 _____

Category No. 7 _____

Category No. 8 _____

<i>Monday AM:</i>	<i>Tuesday AM:</i>
<i>Monday Afternoon:</i>	<i>Tuesday Afternoon:</i>
<i>Monday PM:</i>	<i>Tuesday PM:</i>
<i>Wednesday AM:</i>	<i>Thursday AM:</i>
<i>Wednesday Afternoon:</i>	<i>Thursday Afternoon:</i>
<i>Wednesday PM:</i>	<i>Thursday PM:</i>
<i>Friday AM:</i>	<i>Saturday:</i>
<i>Friday Afternoon:</i>	<i>Sunday:</i>
<i>Friday PM:</i>	