



## **Daily**

- Plan your day and prioritize must do tasks and could do tasks
- Prioritize follow-up with clients, prospects and leads.
- Check bank balance
- Confirm cash balance on hand
- Review daily summary of sales and cash receipts
- Assess aging report
- Double check receivables against due dates
- Invite at least one new prospective customer to your business

## **Weekly**

- Review and update social media schedule
- Record a FB Live, FB Reel, IG post
- Post video on YouTube channel
- Analyze cash flow
- Run accounts receivable and payable reports.
- Conduct payroll, if applicable
- Review any tax remittance

## **Monthly**

- Revisit website and refresh wording & images
- Send email to newsletter list
- Analyze marketing attribution reports
- Provide monthly financials to Accountant
- Review income statement
- Reconcile checking account and credit cards
- Balance petty cash
- Pay tax distributions

## **Quarterly**

- Review and modify business plan
- Set goals, targets and strategy for new quarter
- Analyze sales growth vs. sales projections
- Review and optimize all marketing campaigns
- Check-in with your Business Advisor

## **Annually**

- Corporate taxes