



MY WEEKLY  
*Business Checklist*

W/C \_\_\_\_\_

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WHAT NEEDS MY FOCUS THIS WEEK

SALES

SUPPLIER ORDERS

NEW LAUNCH

STOCK

MARKETING

RESEARCH

GOALS/ STRATEGY

SOCIAL MEDIA

SYSTEMS/ WEBSITE

FINANCE

CUSTOMER SERVICE

TEAM

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MUST DO

*HIGH PRIORITY*

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NICE TO HAVE

*MED - LOW PRIORITY*

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DON'T FORGET

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ADDITIONAL NOTES

