

# Daily Schedule Checklist

- PD - 1 hour**
- Emails - 15 min in AM**
- Follow Ups/Invites -15 min**
- To Do List - 15 min**
- Emails/Msgs/FU's/Invites - 15 min in PM**

## Daily Downtime Tasks

- Schedule/plan social media posts
- Projects
- FB group check-ins
- To Do List

## Social Media

- IG - 3x/day
- Personal FB - 3x/day
- Like Page - 1x/day

## Weekly Tasks

- Expenses
- National Wake Up Call
- Post about coaching (3x/week)
- Meal planning for next week

## Current Projects

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Today's To Do List (create every AM)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_