

Prioritize Your Day

Not all tasks are created equal and not taking time to evaluate their priority is going to be detrimental to your productivity because without rankings low priority items can masquerade as high priority and thus throw off your business.

Work Hours

4 - 6 To Do Items

Time Estimate

Priority

Social Media/Marketing Tasks

Communications

For long term success you should do something everyday that lets you work toward your business goals. It's worth the time it takes, I promise. For example if you only have a couple of minutes to spare pick one client you haven't reached out to in a while and send them a quick email ask how it is going and if there is anything you can help them with. Want more visit my post on [10 Things You Can Do to Work For Your Business](#)

1 - 2 To Do For Your Business Items