

# biz tracker

TASKS TO COMPLETE	DATE	✓
vision planning		<input type="checkbox"/>
set launch date		<input type="checkbox"/>
research business name		<input type="checkbox"/>
secure domain/social media profiles		<input type="checkbox"/>
brand your business		<input type="checkbox"/>
apply for necessary licenses/bank account/bookkeeping		<input type="checkbox"/>
secure webhosting and website		<input type="checkbox"/>
order product supplies/inventory		<input type="checkbox"/>
photograph products for website		<input type="checkbox"/>
upload products to website/pricing and information content		<input type="checkbox"/>
figure out applicable tax and shipping		<input type="checkbox"/>
post sneak peeks on social media		<input type="checkbox"/>
create a system for tracking money in/money out		<input type="checkbox"/>
research marketing opportunities for your new shop		<input type="checkbox"/>
gather a support system around you		<input type="checkbox"/>
get ready to push that button!		<input type="checkbox"/>
go LIVE! WOHOOO!		<input type="checkbox"/>

# to do list

✓

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## NOTES

# weekly goals

MONDAY

STEPS TO GOAL

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TUESDAY

STEPS TO GOAL

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WEDNESDAY

STEPS TO GOAL

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THURSDAY

STEPS TO GOAL

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FRIDAY

STEPS TO GOAL

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GOALS ACHIEVED

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# social media posts

MONDAY

DATE

TUESDAY

DATE

WEDNESDAY

DATE

THURSDAY

DATE

FRIDAY

DATE

SATURDAY/SUNDAY

DATE

MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY/SUNDAY									