Worksheet

15 - 30 Minute Business Tasks

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Bio

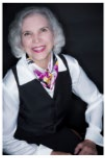### Everything in its Place®

Eileen Roth

Your Organizing Tour Guide For Success
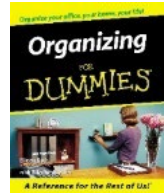
As the author of ***Organizing For Dummies®,*** Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money.

 Eileen named her company Everything in its Place® because she truly believes that you can find a place for everything.

Eileen Roth is a national speaker, trainer and productivity expert in the areas of:

Office Organization Time Management   Home Organization

She helps you learn how to put everything in its P.L.A.C.E.™ This reduces stress and saves time and money so you can enjoy your life.

15-30 Minute Business Tasks

Administrative tasks are small, and may be low priority, but they still need to get done, especially if you are a solopreneur and there is no one else to delegate them to.

The checklist in this report includes typical business tasks that can be accomplished in 15-30 minutes.

- Some tasks are daily.

- Some tasks are weekly.

- Some tasks are monthly.

How to Use the Spreadsheet

Keep this master checklist and **copy it before making changes.** After a month you will know what permanent changes you want to make.

You can:

♦ Add small tasks specific to your job.
♦ Use as a reference list of small tasks.
♦ Use as a weekly checklist to get small tasks done.

Daily Tasks

For daily tasks, put a checkmark under the day you did the task in that row.

Weekly and Monthly Tasks

See the examples on the sheet under the **General Business** section of the two ways listed below:

1. Put the date in number form only in the **DATE** column.

   Pay invoices on the 1st and 15th   =   1, 15

2. If you can work on it anytime in a certain week, put wk +1,2,3,4 or 5 (for which week) in the DATE column.

   week 3 = wk 3
   week 5 = wk 5   (might also mean the end of the month)

Stoplight Color Code

You could color code daily, weekly, and monthly tasks to easily recognize when they need to be done.

Highlight the individual items in the left column *(see General Business items)*

Daily tasks   = highlight in green   (or leave uncolored)

Weekly tasks = highlight in yellow

Monthly tasks = highlight in red   (so you see it and don't forget it)

If you miss doing a task, do it as soon as possible.

Save checklists for an entire month to determine if the day/week or date you chose works for you, especially weekly or monthly tasks.

It's your checklist. You can always change days. You can also modify the items in the list including adding or subtracting items to make it your own checklist.

For tips to achieve more productivity, click below:

6 Techniques to Accomplish Business Tasks More Efficiently and Save Time

https://everythinginitsplace.net/products/6tech-accomplish-tasks

15-30 Minute Business Tasks	DATE	MON	TUES	WED	THUR	FRI	SAT	SUN
Start the Workday								
Review today's Calendar and To Do List								
Review or change top 3 Priorities								
Calls								
Make phone calls								
Play voice mail and return calls								
Writing								
Write Thank You notes	Wk 5		✓					
Write newsletter / blog post								
Emails / Mail								
Open and process mail								
Write or respond to emails								
Read non-priority emails								
Delete emails in spam folder								
Social Media								
Create social media posts								
View social media								
Business Reading								
Read reports								
Read newspapers, magazines or journal articles								
Filing								
File paper and digital info								
Create file folders - paper or digital								
Make binder cover. Label spine & divider tabs								
Move files in download folder								
General Business								
Order supplies	wk 5							
Pay invoices	1, 15							
Review analytics								
End of the day								
Clear off your desk								
Review Calendar – daily, weekly, monthly								
Write To Do List and Set top 3 Priorities								
Prep for tomorrow								