

MONTHLY PRIORITIES FOR _____

WRITING GOALS

INCOME/
EXPENSES

TEACHING GOALS

UPCOMING DEADLINES

TASK BLOCKS BY DAY (TASKS AND PRIORITIES) WEEK # _____

DAY 1

DAY 2

DAY 3

DAY 4

DAY 5

WEEKLY CONTENT SCHEDULE/PLANNER

QUOTE/WORDS FOR FOCUS

SOCIAL MEDIA CONTENT SCHEDULE

FACEBOOK

PINTEREST

INSTAGRAM

BLOG TOPICS (keyword, cta, value)

EMAIL STRATEGY

COORDINATION/PREPLANNING NEEDED (ie. video shooting or editing)

ADVERTISING GOALS