

# Weekly Business Checklist

A focused one-page planning tool for staying organized, consistent, and intentional each week.

## WEEKLY PRIORITIES

- ☐ Review your top 3 priorities for the week
- ☐ Send follow-up emails to leads
- ☐ Check your SOPs — update anything outdated
- ☐ Review financials or invoices
- ☐ Post one piece of content
- ☐ Delegate at least one task
- ☐ Block time for deep work