

10 ORGANIZING TIPS AND IDEAS FOR SOLE PROPRIETORS

1) Set one to three major business goals for the year.

2) Plan out your monthly action plans, especially with respect to marketing and sales.

3) Set up systems for your daily operations and transactions.

4) Organize all workspaces.

5) Have a list of all contacts and clients.

6) Develop a system for keeping track of money.

7) Manage all projects effectively to meet deadlines.

8) Work on your daily time management.

9) Plan out the major events for the next 12 months.

10) Review performance data at least once a month.

