

Task Tracker

Use this list to organize recurring business tasks by category. Record how much time each takes per week to better plan and balance your workload.

Business Operations & Administration

Task	Est. Time (hrs/wk)
Check and respond to emails/messages	
Manage calendar, schedule appointments	
Organize files and folders (digital & physical)	
Update client records or CRM	
Backup important data	
Review and renew subscriptions/software	
Order office supplies or materials	
Review goals, priorities, and weekly plan	

Operations Support / Outsourced Work

Task	Est. Time (hrs/wk)
Coordinate with contractors or VA	
Review contractor work	
Send payment or update agreements	
Create/revise SOPs or templates	

Client Work & Delivery

Task	Est. Time (hrs/wk)
Prep for client meetings	
Conduct client sessions/meetings	
Create or deliver client work (reports, designs, plans, etc.)	
Review deliverables for quality	
Gather client feedback	
Manage ongoing projects and deadlines	
Draft proposals or quotes for new work	

Task Tracker

Accounting & Money Management

Task	Est. Time (hrs/wk)
Track income and expenses	
Reconcile bank accounts	
Review financial reports or dashboards	
Create/send invoices	
Follow up on unpaid invoices	
Log receipts and categorize spending	
Update budget or forecast	

Marketing & Visibility

Task	Est. Time (hrs/wk)
Post or schedule social media content	
Engage/respond to comments or messages	
Write newsletter or blog posts	
Update website or portfolio	
Plan promotions or campaigns	
Network (online or in-person)	
Collect testimonials and case studies	
Track analytics (website, social, email)	

Business Development & Strategy

Task	Est. Time (hrs/wk)
Identify new leads or opportunities	
Follow up with prospects	
Develop new offers or packages	
Update pricing or service list	
Attend workshops, webinars, or networking events	
Review and adjust business goals	
Plan quarterly or annual strategy	

Task Tracker

Professional Development

Task	Est. Time (hrs/wk)
Read or listen to business/industry material	
Take online courses or certifications	
Attend mastermind or coaching sessions	
Reflect on lessons learned and apply improvements	

Personal & Leadership Maintenance

Task	Est. Time (hrs/wk)
Plan weekly schedule	
Reflect/journal	
Weekly Planning	

Personal and Family Obligations

Task	Est. Time (hrs/wk)
Exercise or movement	
Rest or creative recharge	

Other

Task	Est. Time (hrs/wk)

Task Tracker

[illegible]