

# WEEK 2 (Jan 9, 2023 - Jan 15, 2023)

# WEEKLY ACTION PLANNING

CRITICAL MILESTONES AND DEADLINES THIS WEEK:

Key Dates This Month:

1099's 01/31/2023  
W-2's 01/31/2023  
FORM 940 01/31/2023

MONDAY  
9

TUESDAY  
10

WEDNESDAY  
11

THURSDAY  
12

FRIDAY  
13

SATURDAY/SUNDAY  
14/15

STRATEGY

PRODUCT

ORGANIZATION

REVIEW COMPANY STRATEGY NOTES:

REVIEW PRODUCT STRATEGY ACTIONS:  
  
DEFINE JANUARY SALES GOAL

REVIEW MANAGEMENT STRATEGY NOTES: