

TO-DO CHECKLIST



TOP PRIORITIES:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

PROJECTS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

ALL THE TO-DOS:

- CHECK WEEKLY UPDATES
- CHECK ALL CURRENT PROMOTIONS
- CHECK INVENTORY STATUS REPROT
- DECIDE ON WHAT PROMOTIONS OR PRODUCTS TO FOCUS
- SET EVENT DATE ON CALENDAR
 - PLAN EVENT
 - PROJECT
 - PRODUCTS
 - PRICING
 - PUBLICIZE
 - ADD EVENT TO DBWS
 - ADD EVENT TO BLOG/WEBSITE
 - ADD EVENT TO SOCIAL MEDIA
 - ADD EVENT TO EMAIL/NEWSLETTER
 - OTHER OPTIONS TO ADVERTISE
- TEAM MEETING EVENT
 - SET DATE & INVITE TEAM
 - AGENDA
 - DELEGATE TASKS
- SOCIAL MEDIA
- BLOG
- VIDEO CREATION
- PRODUCT SHOWCASE
- PODCAST
- GUEST SPEAKER
- STAMPIN' UP! EVENT
- OTHER _____

NOTES:

