



# SMALL BUSINESS *Planner*



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# Business Overview

Name:

Phone:

Address:

Email:

Website:

About

Social Media Handle



Genedar:

Income:

Martial Status:

Age Range:

Children :

Yes

No

Location:

Interests:

Daily Plan

Weekly Plan

Monthly Planner





# Daily Review

## TOP 5 ACCOMPLISHMENTS

DATE :

Daily Plan

Weekly Plan

Monthly Planner

WHAT DID I DO WELL ?

WHAT I NEED TO IMPROVE ?

LESSONS LEARNED

GRATEFUL FOR

DAILY SUMMARY

DAILY SCORE

HOW CAN NEXT DAY BE BETTER ?



# Weekly Plan

Month:	Year:
--------	-------

Week 1:	
Week 2:	
Week 3:	
Week 4:	

Top Priority Goals	Focus This Month



# Weekly Review

## TOP 5 ACCOMPLISHMENTS

DATE :

Daily Plan

Weekly Plan

Monthly Planner

WHAT DID I DO WELL ?

WHAT I NEED TO IMPROVE ?

LESSONS LEARNED

GRATEFUL FOR

WEEKLY SUMMARY

WEEKLY SCORE

HOW CAN NEXT DAY BE BETTER ?





# Monthly Planner

Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Daily Plan

Weekly Plan

Monthly Planner



# Monthly Review

This Month I Achieved

Daily Plan

Weekly Plan

Monthly Planner

What Worked

What Didn't Work

Do More Work

Do Less of



# Monthly Budget

Income			Expenses
Income-1			Month
Income-2			
Other Income			Budget
	Total Income		

Bill to be paid	Due date	Amount	Paid	Notes

Notes

Daily Plan

Weekly Plan

Monthly Planner



# Monthly Planner

[illegible]



# Monthly Set Task

Important

Daily Plan

Weekly Plan

Monthly Planner

Not Important



# Monthly Planner

[illegible]



# Annual Finance

Month	Income	Expenses	Savings
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total			

Daily Plan

Weekly Plan

Monthly Planner



# Annual Overview

YEAR:

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

- Daily Plan
- Weekly Plan
- Monthly Planner



# Personal Finance Tracker

**MONTH OF:** \_\_\_\_\_

Monthly Income			
Income	Planned	Actual	Diference

[illegible]

Monthly Balance			
	Estimated	Actual	Difference
Income			
Expenses			
Total Left			

[illegible]

# Daily Plan

# Weekly Plan

# Monthly Planner



# Habit Tracker

Week of:

Habit	Sun	Mon	Tue	Wed	Thu	Fri	Sat





# To-Do Business

Important

Daily Plan

Weekly Plan

Monthly Planner

Not Important



# Product Planner

Product Name:

Budget:

Total Expenses:

Profit:

## Supplies Needed

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## Checklist

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## Description

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## Notes

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Daily Plan

Weekly Plan

Monthly Planner





# New Product List

Category

Category

Category

Category



# Product Evaluation

Top Sellers	QTY	Price	Why did it work

Top Sellers	QTY	Price	Why did it work

Top Sellers	Top Sellers



# Packaging Planner

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____

Product	Packaging Supplies			
Weight:	Name	Supplier	Cost	Notes
Length:	_____	_____	_____	_____
Height:	_____	_____	_____	_____
Depth:	_____	_____	_____	_____



# Monthly Planner

[illegible]



# Goals Tracker

Goal	Action Steps	Deadline	Done
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Daily Plan

Weekly Plan

Monthly Planner



# Goals Planner

Daily Plan

Weekly Plan

Monthly Planner

Goal	
Deadline:	Achieved <input type="checkbox"/>

Steeps to task
1.
2.
3.
4.
5.

Goal	
Deadline:	Achieved <input type="checkbox"/>

Steeps to task
1.
2.
3.
4.
5.

Goal	
Deadline:	Achieved <input type="checkbox"/>

Steeps to task
1.
2.
3.
4.
5.

Goal	
Deadline:	Achieved <input type="checkbox"/>

Steeps to task
1.
2.
3.
4.
5.

Goal	
Deadline:	Achieved <input type="checkbox"/>

Steeps to task
1.
2.
3.
4.
5.



# Goal Action Plan

Daily Plan

Weekly Plan

Monthly Planner

Goal

Start Date:
-------------

End Date:
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Goal Progress:
----------------

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Action Steps
--------------


Possible Obstacles
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How To Overcome Obstacles
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# Seasonal Idea

January	February	March
April	May	June
July	August	September
October	November	December



# Improvement Planner

Daily Plan

Weekly Plan

Monthly Planner

Action

Result

Action

Result

Action

Result



# Daily Plan

# Weekly Plan

# Monthly Planner

[illegible]





# Inventory Log

Date	Item	Made to Order	QTY	Cost	Price	Profit

Notes

Daily Plan

Weekly Plan

Monthly Planner



# Daily Plan

# Weekly Plan

# Monthly Planner



# Advertisement Tracker

Start Date	End Date	Price	Results	Platform



# Monthly Planner

Income	Over or Under	Actual	Estimate
Total			



# Invoice

Name:

Address:

# Invoice:

Invoice Date:

Bill To:

Due Date:

Product Name	Affiliate Link	Price	Commission %

Daily Plan

Weekly Plan

Monthly Planner





# Order Form

Daily Plan

Weekly Plan

Monthly Planner

Customer Details	
Name:	Address:
Phone:	Customer Note:
Email:	

#Item	Description	Quantity	Unit Price	Total

Shipping Details
Shipping Method:
Date Shipped:
Tracking

Subtotal
Tax:
Shipping:
Discount:
Total:



# Monthly Planner

[illegible]





# Daily Plan

# Weekly Plan

# Monthly Planner

[illegible]



# Daily Plan

# Weekly Plan

# Monthly Planner

[illegible]



# Daily Plan

# Weekly Plan

# Monthly Planner



# Monthly Planner

[illegible]



# Monthly Planner

[illegible]



# Monthly Planner

[illegible]



# Monthly Planner



# Return Tracker

Date	Order#	Customer	Reason for Return	Tracking #	Receive	Refunded
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>





# Post Planner

Post Title:

Topic:

Platform:

Publish Date:

Description	Checklist

Hashtag	Links to Include	Notes



# Facebook Post Planner

Post	Post Number
	Date

Notes

Post	Post Number
	Date

Notes

Daily Plan

Weekly Plan

Monthly Planner



# Password Tracker

Daily Plan

Weekly Plan

Monthly Planner

Website:
Username:
Password:
Notes:

Website:
Username:
Password:
Notes:

Website:
Username:
Password:
Notes:

Website:
Username:
Password:
Notes:



# Contact List

Name:

Phone:

Email

Address:

Name:

Phone:

Email

Address:

Name:

Phone:

Email

Address:

Name:

Phone:

Email

Address:

Daily Plan

Weekly Plan

Monthly Planner



# Social Media Planner

Week of:

Day	Platform	Post	Time	Stats
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Daily Plan

Weekly Plan

Monthly Planner








# Online Statistics



Daily Plan

Weekly Plan

Monthly Planner

	Total Views	Subscribers						
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

	Total Orders	Total Revenues	Total Sellers	Worst Sellers	Traffic Source
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					



# Hashtag Research

Topic:

Hashtag	Reach

Topic:

Hashtag	Reach

Topic:

Hashtag	Reach

Hashtag

Reach


Hashtag

Reach


Hashtag

Reach


Notes

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Daily Plan

Weekly Plan

Monthly Planner





# Advertising Tracker

Month:

Product	Start Date	End Date	Platform	Ad Spend	Revenue

Daily Plan

Weekly Plan

Monthly Planner



# Important Date

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Daily Plan

Weekly Plan

Monthly Planner



# Monthly Planner

A decorative graphic consisting of a grid of dots and a table structure. The dots are arranged in a grid pattern, with some dots highlighted in a light blue color. The table structure is located in the top right corner of the page, with a header row and several data rows.



# Important Notes

Daily Plan

Weekly Plan

Monthly Planner



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