

Why Solid Systems Will Save Your Sanity and Scale Your Business

Business Systems Checklist

1. Daily Workflow

- Set top 3 priorities
- Time-block major tasks
- Create repeatable morning workflow
- Set work stop-time
- Daily review

2. Content Creation

- Create monthly themes
- Batch weekly content ideas
- Prep captions and visuals
- Schedule posts
- Track engagement

3. Client Experience

- Clear onboarding steps
- Standard pricing sheet
- Automated scheduling link
- Delivery timeline
- Follow-up & feedback

4. Finance & Money

- Weekly revenue check-in
- Monthly profit review
- Track expenses
- Set aside taxes
- Quarterly pricing review

5. Operations & Admin

- Organize documents in one system
- Templates for emails & proposals
- Step-by-step workflows
- Document recurring tasks
- Back up files

6. Growth & Visibility

- Map monthly goals
- Track media features
- Review analytics
- Connect with collaborators
- Refine or delegate tasks