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| --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **On going projects** | **CONTENT** | **CLIENT MEETINGS** | **BUS DEV** | **STRATEGY** | **ADMIN DAY** | **MARKETING** |
| Social Media |  |  |  |  |  |  |
| Video |  |  |  |  |  |  |
| Mailings |  |  |  |  |  |  |
| Blog |  |  |  |  |  |  |
| CRM |  |  |  |  |  |  |
| Advertising |  |  |  |  |  |  |
| Proposals |  |  |  |  |  |  |
| Bus Dev |  |  |  |  |  |  |
| Sales Calls |  |  |  |  |  |  |
| Client meetings |  |  |  |  |  |  |
| Admin |  |  |  |  |  |  |
| Financial |  |  |  |  |  |  |
| Client follow up |  |  |  |  |  |  |
| Testimonials |  |  |  |  |  |  |
| Team call |  |  |  |  |  |  |
| Strategy |  |  |  |  |  |  |
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| **Ongoing Projects** | **Description** | **Priority** | **Deadline** |
|  |  |  |  |
| **CLIENTS** | Client meetings |  |  |
|  | Client follow up |  |  |
|  |  |  |  |
| **BUS DEV** | Proposals |  |  |
|  | Sales Calls |  |  |
|  |  |  |  |
| **ADMIN** | Admin |  |  |
|  | Financial |  |  |
|  |  |  |  |
| **MARKETING** | Social Media |  |  |
|  | Videos |  |  |
|  | Mailings |  |  |
|  | Blog |  |  |
|  | Advertising |  |  |
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| **Strategic Projects** | **Description** | **Priority** | **Deadline** |
| Workflow & systems |  |  |  |
| Product Portfolio |  |  |  |
| New product |  |  |  |
| Website |  |  |  |
| Webinars |  |  |  |
| Operations Manuals |  |  |  |
| Dashboard |  |  |  |
| HIring |  |  |  |
| Writing my book |  |  |  |
| Retreat |  |  |  |
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